Mercer County Board of Education
Job Descriptions

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Mercer County Schools
JOB DESCRIPTION

Job Title: District Athletic Director	Reports to: Superintendent
Job Class Code: 5115	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: The job of District Athletic Director was established for the purpose of directing the athletics program and activities, providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job is distinguished from similar jobs by the following characteristics: It is an administrative position that oversees the district's 6-12 athletic programs.

REPRESENTATIVE DUTIES:

- Attends meetings, in services and training for the purpose of maintaining skills, and receiving information on new and improved procedures, as well as current rules and regulations.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Facilitates communication between athletic department personnel, parents, teachers, students, building administrators for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Facilitates meetings and workshops (e.g. personnel actions, financial procedures, regulatory requirements, community involvement, actions involving outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Implements policies, procedures and/or processes for the purpose of direction and/or complying with mandated requirements.
- Manages assigned program and/or departmental responsibilities for the purpose of achieving organizational objectives, and ensuring compliance with legal, financial and District requirements.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Oversees the game day staff and applicable personnel for the purpose of ensuring athletic contests are conducted by following District, Region and KHSAA procedures and that coaches, site workers, participants and spectators adhere to sportsmanship guidelines.
- Oversees the District's grades 6-12 athletic department operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Participates as a member of the leadership team for the purpose of providing and taking in information in support of key operational decisions, particularly where athletic department programs and decisions are being considered, but also as an administrative team member providing routine administrative functions for the District.
- Participates in a variety of meetings (e.g. workshops, inter and intra district committees, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of

subjects required to carry out their administrative responsibilities, as well as complying with District requirements.

- Performs human resources related functions (e.g. hiring, counseling, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Presents information on a variety of topics related to administrative responsibilities (e.g. financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, implementing actions, etc.
- Represents the District within community forums for the purpose of maintaining ongoing community support for athletic department and educational goals and/or assisting with issues related to the athletic and school environment.
- Researches a wide variety of topics (e.g. policies, eligibility requirements, current practices, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring program compliance with established requirements, securing general information and/or responding to requests.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Supervises and evaluates assigned athletic department personnel for the purpose of ensuring that athletic department and program objectives are achieved and performance is maximized.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: A Valid Kentucky Teaching Certificate

LICENSES AND OTHER REQUIREMENTS: A Valid Kentucky Teaching Certificate

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Assistant Principal	Reports to: Principal
Job Class Code: 1020	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 10/14/08

PERFORMANCE RESPONSIBILITIES

OVERVIEW: The assistant principal is responsible for assisting in the leadership that will insure an appropriate and quality education for all students in the school to which he/she is assigned. Carries out adopted policies of the Mercer County Board of Education and directives of the Superintendent of Schools. Assists as an evaluator to determine the strengths and weaknesses of the school program and school staff. Assists in developing effective staffing procedures. Assist in providing for an ongoing review and evaluation of the schools curriculum and programs. Assists in involving staff in aligning the Kentucky Core Content. Assists staff in monitoring and attaining NCLB goals.

SPECIFIC RESPONSIBILITIES:

- Assists the chief administrator.
- Participates in, assists in supervising and coordinating the planning, development, and operation of the total school program.
- Provides general and specific supervision over the total school program and over school assigned personnel.
- Delegates responsibility for various school functions but is responsible to the principal, Superintendent, and Board of Education for the results that are produced.
- Formulates and enforces rules of discipline. Involves students, staff, and community in the formulation and review of such rules and regulations.
- Assists in promoting, supervising extra-curricular programs within the school.
- Attends meetings and conferences as required by the state, suggested by the Board of Education, or directed by the principal and by the Superintendent.
- Keeps abreast of the current educational practices, techniques, and procedures.
- Studies curriculum requirements and changes and insured compliance with Kentucky Common Core.
- Assists in developing and monitoring the school's improvement plan.
- Involves staff in monitoring NCLB goals and initiatives.
- Involves staff in aligning the Kentucky Core Content.
- Allocate appropriate time for the evaluation and improvement of the school certified staff.
- Attends on a regular basis board meetings of the Mercer County Board of Education.
- Attends staff meetings and serves on committees to promote the total program of the Mercer County Schools.
- Devotes sufficient time and energy to carry out all duties, both assigned and implied as the assistant principal.
- Provides information and assists support personnel in the performance of their duties.
- Provides advice, suggestions, and assistance to school personnel to help them in the performance of their duties and to promote and maintain morale.
- Assists in providing for and maintaining an efficient and safe system for loading and unloading students from the buses.
- Provides for regular inspection of buildings and grounds pertaining to cleanliness and healthful conditions.
- Provides a system for the notification of parents concerning student discipline, health, or academic issues.
- Performs such other duties as may be directed by the principal, Superintendent, or Board of Education.

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:

- Three years experience as a successful teacher.
- Certification for principal.
- Master's Degree and Rank II

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Chief Academic Officer | Reports to: Superintendent
Job Class Code: 4001 | Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule | Approval Date: 2/21/2019

PERFORMANCE RESPONSIBILITIES

- Plans and carries out a review and the development of curriculum and instructional practices districtwide.
- Provides leadership in the evaluation of instructional methods and programs, and recommends such changes and improvements as are needed.
- Performs the duties of the District Assessment Coordinator.
- Performs the duties in developing the Comprehensive School Improvement Plan.
- Guides individual professional development experiences for Principals via the evaluation process.
- Integrates instructional programs.
- Assists principals in the planning and implementation of effective programs of supervision and evaluation.
- Designs, recommends, carries out educational initiatives; disseminates and interprets the results to administrators, teachers, and parents as appropriate.
- Supervises and coordinates the work of the instructional coaches.
- Provides guidance in the selection and use of instructional materials.
- Acts as a liaison with other school districts, universities, and State Department personnel in order to keep abreast of new educational developments and ideas.
- Keeps current with educational developments and the literature in the field of education and participates in the affairs of state and national professional societies devoted to the advancement of education.
- Assists with all assessment and accountability programs, data analysis and interpretation.
- Develops and implements the District Certified Evaluation Plan and Classified Evaluation Plan. Assists school administrators develop and implement Individual Corrective Action Plans (ICAP) as needed.
- Demonstrates regular attendance and punctuality.
- Adheres to the appropriate code of ethics.
- Performs other duties consistent with the position assigned as may be requested by the Superintendent

MINIMUM QUALIFICATIONS

Education: Master's Degree
Certification/Licensure: Valid Kentucky Supervisor of Instruction certification

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Chief Information Officer of Instruction	Reports to: Instructional Support Staff
Job Class Code:	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 10/14/08

PERFORMANCE RESPONSIBILITIES

POSITION GOAL: Encourage growth, model best practices and build leadership for the integrated use of instructional technology in the classroom to enhance learning and competency. Assists the principals in the responsibility of promoting high achievement by each student and instructional excellence by each staff member in the school(s) assigned.

REPRESENTATIVE DUTIES:

- Schedules at least 80% of time in all schools with teachers and principals planning, mentoring, coaching, and demonstrating best practices.
- Assist school technology coordinator, mentor administrator, and classroom teachers in implementation of technology standards.
- Coach/mentor administrator and teachers and staff in educational and assistive technology.
- Model, demonstrate, and collaborate on effective instruction, incorporating technology.
- Keep a global vision of technology use of all the KERA strands.
- Keep a global vision of technology use in the classes, labs, administrative, and teacher use.
- Assist with curriculum planning to integrate technology with all areas.
- Provide district technology integration training.
- Assists in initiating and facilitating school based professional development and study groups assuring implementation of successful strategies.
- Help coordinate professional development programs. Provide for teacher/administrator professional development in the area of technology as it applies to administration and instruction.
- Recommend materials, resources, and strategies.
- Participate in additional training workshops and conferences.
- Participates in “New Teacher Orientation” design and presentation in collaboration with instructional team.
- Attendance at KTLC and/or KYSTE summer camp.
- Participate in the Technology Resource Teacher Program offered by KDE.
- Assist the school technology committee in planning a vision for technology in their school, which correlates with the district technology plan and the KETS Master Plan.
- Oversee and maintain the District STLP program and programs equivalent to it in the district to maintain equity (Student Technology Leadership Program).
- Advise and assist the school STLP Coordinator in developing leadership responsibilities in technology.
- Work with Administrative Director of Instruction to provide for and meet all academic expectations through the use of technology.
- Assist teachers in the process of differentiating instruction in classrooms for all students.
- Provide classroom demonstration lessons relating to appropriate methods of assessment, reporting, and instruction.
- Support and assist teachers in integrating technology in the curriculum and to meet technology standards.
- Provide and model writing activities that will help teachers guide students in becoming proficient writers.
- Evaluate and recommend instructional software, websites, and other technological instructional resources.
- Provide individual, small group, and large group assistance in using technology.
- Demonstrate positive interpersonal relationships with students, staff, parents, and the community.

- Demonstrate positive collaborative relationships with other administrators.
- Serve on the district technology committee.
- Attend required district and school technology meetings.
- Stay current with the latest technology.
- Collect data to evaluate how well the goals and objectives of the technology plan/grants have been met.
- Be a resource and provide connections to the state Department of Education for teachers and other classroom professionals.
- Maintain required records.
- Adhere to Professional Code of Ethics as adopted by the Kentucky Education Professional Standards Board.
- Other technology related responsibilities as assigned by supervisor.

MINIMUM QUALIFICATIONS

LICENSES AND OTHER REQUIREMENTS:

- Three years successful teacher experience
- Valid Kentucky Teaching Certificate
- Master's Degree
- Appropriate Technology Licenses/Certifications as mandated by Kentucky Department of Education

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Classroom Teacher	Reports to: Principal or designee
Job Class Code:	Work Schedule: See Salary Schedule
Pay Scale: See Current Salary Schedule	Approval Date: 10/14/2008

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: The classroom teacher shall prepare, present and evaluate material designed for pupil learning experiences. The teacher shall develop, enforce, and interpret policies of student behavior to students, parents and community. The teacher shall execute board and administrative policies within the classroom and at school-related activities. Classroom teachers shall keep various class attendance records, grade books and other records to document student progress and attendance. The teacher shall work with parents, principals, Director of Pupil Personnel, Instructional Supervisor, fellow teachers and others in helping pupils to learn and develop.

SPECIFIC NEEDS:

- Prepares lesson plans, objectives, and instructs pupils in various grades or specific subject areas.
- Develops teaching outlines based on appropriate curriculum guides, Kentucky Core Content, Kentucky Program of Studies and compliance with NCLB requirements.
- Uses various levels of material and teaching techniques to instruct all levels of pupil ability and progress.
- Keeps abreast of new trends, methods and subject development in the field of teaching and / or subject matter which will benefit both teacher and student.
- Provides evaluation and referral of students to the proper program for optimum learning.
- Participates in the planning and evaluation of school programs and activities.
- Participates in business and professional activities of the school faculty.
- Provides for the care and protection of school property.
- Provides for the safety, health and general welfare of the students.
- Watches for and reports signs of child abuse and / or neglect.
- Keeps an approved record of each student's courses, grades, attendance and other appropriate facts as required by local, state or federal requirements.
- Refers students for guidance and / or counseling services when deemed necessary.
- Maintains discipline in the classroom, during school events and in / on school property.
- Performs individual, small group or large group instruction.
- Participates in extracurricular activities for the benefit of students or school.
- Enforces a course of study and use of authorized textbooks as prescribed by laws of the State of Kentucky and adopted policies of the Mercer County School System.
- Participates in the planning, execution and evaluation of professional development activities.
- Participates in student / parent counseling sessions or activities as necessary.
- Familiarizes self with laws, directives and system policies relating to teachers, students, curriculum and school-related activities.
- Assigns grades for pupil progress and makes recommendations as to the promotion or retention of students.
- Prepares such reports as required by the statutes of the Commonwealth of Kentucky or the rules and regulations of the Mercer County Board of Education.
- Attends such meetings and conferences as required by the state, or directed by the principal or superintendent.
- Attends staff or departmental meetings and serves on committees to promote the total program of the Mercer County Schools.
- Plans and implements "safety programs" and participates in regular drills pertaining to fire, tornado or other hazards.

- Reports potential safety hazards to appropriate personnel and / or immediate supervisor.
- Participates in the system for notification of parents concerning student discipline, health or academic problems.
- Provides required documents relating to health, certification and attendance as required by local, state and federal laws and policies.
- Performs such other duties as directed by the principal, superintendent or Mercer County Board of Education

MINIMUM QUALIFICATIONS

LICENSES AND OTHER REQUIREMENTS: Valid Kentucky Teaching Certification

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Director of Federal and Instructional Programs — Reports to: Chief Academic Officer
Job Class Code: 0150 — Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule — Approval Date:

PERFORMANCE RESPONSIBILITIES

- Oversees the budget, planning and compliance of Federal Programs (Title 1, Title II, Title III, Title IV, Title V)
- Assists in the development of strategies to reduce district/school achievement gaps at elementary and secondary level.
- Assists in developing the Comprehensive School and District Improvement Plans
- Assists in the planning of Professional Development
- Oversees the Non Traditional Instructional program
- District Coordinator for Family Resource Youth Service Centers
- District Coordinator for English Language Learners
- District Coordinator for Gifted and Talented
- District Coordinator for Extended School Services
- Directs and implements the district Mentor/ Intern program
- Assists instructional meeting with School-level Leadership teams, Instructional Coaches, CIA (Principals and Assistant Principals)
- Oversees the district Response to Intervention (RTI) K-12, including updates to district plan
- Provides support for New teachers to the district throughout the instructional year.
- Oversees New teacher recruitment
- Coordinates and monitors Site Base Decision Making Councils.
- Coordinates LEAD reports through regular contact with principals and counselors and file the official report with EPSB two times each school year.
- Facilitates and directs all substitute teacher professional development, as well as maintains updates and disseminates the substitute teacher handbook.
- Demonstrate regular attendance and punctuality.
- Adheres to the appropriate code of ethics.
- Performs other duties consistent with the position assigned as may be requested by the Superintendent

MINIMUM QUALIFICATIONS

Education: Master's Degree

Certification/Licensure: Valid Kentucky Supervisor of Instruction certification

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Director of Pupil Personnel	Reports to: Superintendent
Job Class Code: 0080	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 4/16/2020

PERFORMANCE RESPONSIBILITIES

- The director of pupil personnel is responsible for carrying out the delegated duties and policies of the Mercer County Board of Education, State laws, and State Board of Education directives concerning pupil attendance, pupil accounting and other related programs such as dropout prevention, public relations and pupil welfare are part of the job,. The Director of Pupil Personnel (DPP) serves to provide the leadership to maintain and improve pupil accounting systems, district census, and records which relate to student attendance and accountability. Performs as an evaluator to determine the strengths and weakness or system and school policies relating to student attendance and suggests such action to correct deficiencies. Initiates short and long range programs to improve pupil attendance, pupil welfare, dropout prevention and pupil accounting. Initiates and participates in an effective community relations program concerning pupil's attendance.
- Maintains an accurate census of all children between the ages of three and twenty-one years living within the school district.
- Assists principals and teachers in all matters relating to attendance and attendance accounting.
- Seeks the enforcement of the compulsory attendance law through home visits, conferences and the courts.
- Compiles all records and reports relating to attendance and pupil accounting and makes required reports to the State Department of Education, district personnel and the Mercer County Board of Education.
- Interprets pupil personnel policies and methods relating to pupil accounting, to school personnel, parents, students, and community.
- Visits student homes when need is indicated and attempts to interpret home to school and school to home.
- Acts as a liaison person with local and state agencies in seeking solutions to problems of school children involving attendance and welfare.
- Works with authorities of the Juvenile Court in matters concerning school children.
- Seeks help for indigent children in matters of clothing, lunches, and medical or physical needs.
- Works with Parent-Teacher organizations in special projects for the direct benefit of the children within the district.
- Makes studies of new practices and techniques for improving the preparation and preserving of reports, records and pupil information.
- Maintains records of all non-resident pupils for the purpose of pupil accounting.
- Works on the identification of problems originating from broken homes, neglectful parents, economic conditions, and both physical and mental illness of parent or child.
- Initiates a dropout prevention program and maintains an ongoing system of conferences and help to the potential drop out.
- Meets with the Mercer County Board of Education on a regular basis to disseminate information and plans concerning pupil attendance and accounting.
- Prepares suggested policies and procedures concerning new legislation involving pupil accounting, pupil attendance and student welfare.
- Attends state and local conferences relating to student attendance.
- Prepares original and amended school calendars for presentation to the Mercer County Board

of Education.

- Maintains accurate and concise records involving student attendance.
- Disseminates needed records and attendance data to district and state personnel.
- Prepares projections of systems pupil enrollment and monitors present enrollment for marked increases or decreases.
- Performs such other duties as may be directed by the Mercer County Board of Education and Chief Academic Officer.
- Oversees the administration of the Mandatory Random Drug Testing Program.

MINIMUM QUALIFICATIONS

Education: Master's Degree

Certification/Licensure: Valid Kentucky Teacher's Certification for Director of Pupil Personnel

Other Qualifications: Three years teaching experience with a valid teacher's certificate, two year administrative experience and extensive accounting, math and computer background related to pupil accounting.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Director of Special Education	Reports to: Chief Academic Officer
Job Class Code: 0160	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 4/16/2020

PERFORMANCE RESPONSIBILITIES

- Supervises Special Education Coordinators, Assistant Director of Special Education, and other staff as assigned.
- The main job function is to lead, facilitate, coordinate and monitor the implementation, operation and evaluation of special education programs.
- Determine and communicate department objectives, standards and policies; measure performance against objectives to update plans.
- Develop an organization and staffing plan to assure attainment of objectives; make or recommend changes as appropriate.
- Coordinate activities with other District departments and staff; participate in management meetings to discuss District-wide issues.
- Meet regularly with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.
- Develop and maintain a strong knowledge base in special education law, due process, programs, services; and other related areas.
- Monitor special education programs to ensure compliance with State and Federal guidelines.
- Develop a system for child tracking regarding the identification, evaluation, and placement of handicapped children.
- Respond to parent concerns in a timely manner and work closely with schools and community.
- Coordinates the provision of related services (P.T., O.T., special Transportation and Psychologists) as needed.
- Evaluate the total special education program (curriculum and procedures, meeting of individual students' needs) on an ongoing basis, making recommendations for changes and/or improvements as needed.
- Develop, implement and monitor procedures to ensure compliance with federal, state and local regulations.
- Facilitate requests to the District for administrative admission and release committees (ARCs), hearings and mediations.
- Prepare and submit federal and state reports.
- Develop, implement and/or obtain resources, services, and/or special programs for students with disabilities as identified in the Individual Education Plan (IEP).
- Develops procedures for disseminating information to the Board, parents, teachers, and general public concerning special education policies/procedures, programs and related services available, confidentiality procedures and program goals and objectives.
- Facilitate and coordinate the implementation and evaluation of special education programs; prepare staff development plans indicated by evaluation.
- Acts as contact person between the local school district and the Office of Education for Exceptional Children, residential programs and other agencies.
- Provide leadership and assistance to schools with developing appropriate curriculum for students with disabilities.
- Support the Personnel Director with special education staff by assuring equal employment opportunity in the hiring, promotion or transfer of department personnel in all job categories.
- Perform other tasks as assigned by the Chief Academic Officer.

MINIMUM QUALIFICATIONS
Education: Master's Degree Certification/Licensure: Valid Kentucky Teacher's Certification for Director of Special Education Other Qualifications: Minimum of three years teaching experience in special education and minimum of three years administrative experience in special education. Must have extremely strong and effective public relations skills, communication skills, successful experience with the implementation and interpretation of IDEA and state regulations, and the ability to get along and work with people.
IMPORTANT NOTES
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Mercer County Schools
JOB DESCRIPTION

Job Title: District Support Coach
Reports to: Chief Academic Officer
Job Class Code: 2210
Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule
Approval Date: March 18, 2025

PERFORMANCE RESPONSIBILITIES

JOB FUNCTION: To provide instructional support to elementary teachers in classroom strategies, best practices, and data analysis.

- Provide instructional support to elementary teachers related to core standards and other content areas as needed or requested.
- Provide instructional support to all building principals and work together to support sharing of best practice.
- Assist in the development of strategies to reduce district/school achievement gaps.
- Review assessment data and communicates instructional initiatives with the administrative staff to increase student achievement.
- Help facilitate all necessary revisions and modifications of curriculum maps as needed through standards revision by KDE and KBE.
- Provide classroom support to teachers, including modeling of lessons or other support requested by a building principal or Chief Academic Officer.
- Assist in planning, organizing and conducting of professional development for teachers and related staff based on current trends and academic research.
- Assist building principals and district office personnel in developing, organizing and monitoring of the Comprehensive School and District Improvement Plans.
- Attend and actively participate in the following meetings: School Instructional Lead Team meetings, District Instructional meetings, Cooperative meetings, and others as assigned.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree, Master's Degree

License/Other Requirements: Kentucky Teacher's Certification, 3 years of successful teaching experience.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: District Support Instructional Technology Coach — Reports to: Chief Academic Officer
Job Class Code: 2210 — Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule — Approval Date:

PERFORMANCE RESPONSIBILITIES

JOB FUNCTION: Work to ensure that technology is implemented seamlessly across the district to improve instruction and provide the effective implementation of instructional technology in the schools and central office. Focus will be on innovative uses of technology to improve learning.

- Lead district-wide projects that support instructional technology in all schools.
- Collaborate with district instructional staff to promote the use of technology in all subject areas.
- Plan with teachers and assist in the integration of technology/assessment for teaching and learning and to meet national (ISTE) and State (KYSTE) teacher and student technology standards.
- Work with school and district personnel and committees to plan and implement long-term vision and plan for technology in schools and the district.
- Advise and assist teachers in integrating technology in the curriculum.
- Evaluate, recommend, and promote instructional and administrative software, websites and other technological resources.
- Conduct and/or coordinate technology professional development for district and school staff.
- Model effective teaching practices with technology. Provide individual, small group and large group assistance in using technology.
- Participates in ongoing professional development related to job responsibilities, and attend district, regional, and state meetings for professional growth and for the purpose of assisting in training district personnel.
- Provide professional development that will encourage staff to examine instructional practices and on-going student progress.
- Lead the school Digital Learning Coaches.
- Works with the Curriculum and Instruction and Technology departments to develop and implement instructional technology initiatives.
- Assess levels of teacher and student technology use and skill.
- Cooperate with other staff in promoting a positive organizational climate.
- Maintain required records and regular attendance
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree, Graduate Degree or advanced education in Instructional and/or Assistive Technology preferred.
Certification/Licensure: Valid Kentucky Teacher's Certification
Other Qualifications: Minimum of three years of successful teaching experience.
Preferred: Google Certified Educator/Trainer (or equivalent productivity suite certification). Ability to work with other staff members, the community, parents and children.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Educational Diagnostician
Reports to: Director of Special Education
Job Class Code: 2095
Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule
Approval Date: 5/21/24

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Coordinate and conduct student observations, assessments, and evaluations for special education services; implement and maintain services within established guidelines and standards.

REPRESENTATIVE DUTIES:

- Administers, scores, interprets, and reports individual educational assessments, observes the behavior of students, and integrates these findings with other assessment data to assist in program options and placements.
- Collects and prepares initial evaluation and reevaluation data as determined by state and federal regulations, and board policy and procedures.
- Interpret evaluation results and complete a written integrated, multidisciplinary report of findings, including eligibility components, educational implications, recommendations, classroom/instructional modifications and accommodations, for students referred for specialized instruction and related services.
- Participate in Admissions and Release Committee meetings, as requested, to assist in the referral, evaluation, or re-evaluation process and provide guidance in determining eligibility for special education and related services
- Attends meetings/training in needed areas.
- Performs such other tasks and assumes such other responsibilities as may be assigned by the Director of Special Education or the Superintendent.

KNOWLEDGE OF: IDEA Regulations and special education policies, programs and procedures related to psychological services; state and federal laws and regulations regarding special education records, due process and service provision.

MINIMUM QUALIFICATIONS

Advanced degree allowing administration and interpretation of (Level C) cognitive assessments; Valid KY Teaching Certificate in Special Education; minimum five years experience as a Special Education Teacher

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: EL Teacher — Reports to: Director/Support Personnel
Job Class Code: 3020 — Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule — Approval Date: 10/14/08

PERFORMANCE RESPONSIBILITIES

OVERVIEW OF RESPONSIBILITIES: The EL teacher shall prepare, present, and evaluate material designed for pupil learning experiences. The teacher shall develop, enforce, and interpret policies of student behavior to students, parents, and the community. The teacher shall execute board and administrative policies within the classroom and at school related activities. EL teachers shall keep various student records, grade books, and other records to document student progress and attendance. The teacher shall work with parents, principals, the Director of Pupil Personnel, curriculum support personnel, teachers, and others in helping students learn and develop.

SPECIFIC RESPONSIBILITIES:

- Prepares lesson plans, objectives and instructs qualified pupils in various grades or specific areas.
- Develops teaching outlines based on appropriate curriculum guides and state core content.
- Uses various levels of material and teaching techniques to instruct all levels of student ability and progress.
- Keeps abreast of new trends, methods, and subject development in the field of teaching and/or subject matter which will benefit both teacher and student.
- Provides evaluation and referral of students to the proper program for optimum learning.
- Participates in planning evaluation of school programs and activities.
- Provides for the care and protection of school property.
- Provides for the safety, health, and general welfare of the students.
- Watches for and reports signs of child abuse and/or neglect.
- Keeps an approved record of each student's grades, attendance, and other appropriate facts as required by local, state, or federal requirements.
- Refers students for guidance and/or counseling services when deemed necessary.
- Maintains discipline in the classroom, during school events in/on school property.
- Participates in extracurricular activities.
- Participates in the planning, execution, and evaluation of professional development activities.
- Participates in student/parent counseling sessions or activities.
- Familiarizes self with EL Program regulations, laws, directives, and school policies.
- Reports student progress and makes recommendations to teachers and parents.
- Assists in the preparation of reports as required by EL Program.
- Attends meetings and conferences as required by the EL Program, or as directed by the principal, superintendent, or curriculum support personnel.
- Attends staff of departmental meetings and serves on committees.
- Provides required documents relating to health, certification, and attendance as required by local, state, and federal laws and policies.
- Performs other duties as directed by curriculum support personnel, the principal, and Superintendent.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Kentucky Teacher Certification with EL Endorsement or equivalent.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Gifted and Talented Teacher	Reports to: Principal/Gifted Coordinator
Job Class Code: 2100	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 10/14/08

PERFORMANCE RESPONSIBILITIES

OVERVIEW OF RESPONSIBILITIES: The Gifted Program Instructor is responsible for providing learning experiences designed to meet the unique needs of the gifted student. The Gifted Program Instructor is responsible for planning and implementing a curriculum designed to meet the gifted students' differentiated needs. The Gifted Instructor is instrumental in promoting the need for gifted education among educators, parents, and the community.

SPECIFIC RESPONSIBILITIES:

- Develop an instructional plan designed to meet district objectives for gifted education.
- Prepare lesson plans designed to meet program goals and to meet unique interests and aptitudes of each student.
- Provide learning experiences, activities, and discussions to provide for individual student performance and achievement.
- Provide a stimulating and conductive learning environment.
- Design and organize materials needed to implement instructional plans.
- Assist in the identification and selection of gifted students.
- Schedule gifted resource classes, coordinating pull out times with the regular classroom teacher.
- Consult with classroom teacher to monitor the performance of gifted students in regular classes and serve as a resource person for assisting regular teachers in challenging and motivating gifted students.
- Provide for parent communication concerning program goals and the performance/achievement of their child in meeting these goals (i.e., parent workshops, individual conferences, progress reports).
- Schedule and conduct conferences between gifted teacher/classroom teacher/parent for those students maintaining expected performance in regular classroom and/or resource program.
- Available for periodic meetings with Gifted Program Coordinator.
- Provides for continued and professional growth through on-going reading regarding Gifted Education and through attendance at workshops and conferences.
- Performs other duties and assumes other responsibilities as assigned by the principal or Gifted Education Program Coordinator.

MINIMUM QUALIFICATIONS

LICENSES AND OTHER REQUIREMENTS: Valid Kentucky Teaching Certification with Gifted Endorsement

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Instructional Coach/Federal Programs Coordinator
Reports to: Chief Academic Officer
Job Class Code: 0300
Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule
Approval Date: 6/4/24

PERFORMANCE RESPONSIBILITIES

JOB FUNCTION: To provide instructional support to all levels with primary focus on Instructional Technology and/or Federal and State Programs.

- Provide instructional support and feedback in the area of technology to all teachers related to core standards and other content areas as needed or requested.
- Provide instructional support to all building principals and work together to support sharing of best practice.
- Assist in the development of strategies to reduce district / school achievement gaps.
- Review assessment data and communicates instructional initiatives with the administrative staff to increase student achievement.
- Facilitate all necessary revisions and modifications of curriculum maps as needed through standards revision by KDE and KBE.
- Provide classroom support to teachers, including modeling of lessons or other support requested by a building principal.
- Assist in planning, organizing and conducting of professional development for teachers and related staff based on current trends and academic research.
- Assist building principals and district office personnel in developing, organizing and monitoring of the Comprehensive School and District Improvement Plans.
- Attend and actively participate in the following meetings: Leadership Team meetings, CIA meetings with building principals, KDE / Cooperative meetings related to areas of support and oversight, Board of Education and others as needed.
- Provide technical assistance to Title I schools.
- Monitor compliance with federal and state policies and federal and state laws.
- Coordinate services for schools identified as Title I.
- Maintain records/expenditures for Title I-A, Title II-A, and Title III.
- Prepare/Manage Consolidated Applications.
- Provide technical assistance to Private Schools receiving federal funds.
- Communicates with private and home schools regarding federal programs.
- Prepare/Submit Declaration of Participation for all federal and state grants as applicable.
- Prepare/Submit/Monitors budgets for all federal and state grants.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Master's Degree required
Certification/Licensure: Valid Kentucky Teacher's Certification
Other Qualifications: Minimum of five years of successful teaching experience.
Preferred: Instructional Technology experience and/or administrative experience.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Lead School Psychologist	Reports to: Director of Special Education
Job Class Code: 0250	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 05/21/2024

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION:
Conduct psychological assessments of students, and serve as the primary evaluator for diagnosis of disability and eligibility determination for students who have been referred for specialized instruction and related services.

REPRESENTATIVE DUTIES:

- Conduct psychological evaluations utilizing a variety of techniques and measures
- Ensure evaluation timelines for school psychologists and educational diagnosticians are met; monitor evaluation logs to ensure content is up to date
- Interpret evaluation results and complete a written integrated, multidisciplinary report of findings, including eligibility components, educational implications, recommendations, classroom/instructional modifications and accommodations, for students referred for specialized instruction and related services.
- Participate in Admissions and Release Committee meetings, as needed, to assist in the referral, evaluation, or re-evaluation process and provide guidance in determining eligibility for special education and related services
- Works with teachers, principals, and central office administration in problem prevention and resolution.
- Performs such other tasks and assumes such other responsibilities as may be assigned by the Director of Special Education or the Superintendent.

KNOWLEDGE OF:
IDEA Regulations and special education policies, programs and procedures related to psychological services; state and federal laws and regulations regarding special education records, due process and service provision.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:
Master's Degree in School Psychology or equivalent
LICENSES AND OTHER REQUIREMENTS:
Valid KY School Psychologist License

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Principal	Reports to: Superintendent
Job Class Code: 1010	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 10/14/2008

PERFORMANCE RESPONSIBILITIES

OVERVIEW OF RESPONSIBILITIES: The principal is responsible for providing the leadership that will ensure an appropriate and quality education for all students in the school to which he/she is assigned. Carries out adopted policies of the Mercer County Board of Education and directives of the Superintendent of Schools. Performs as the school's chief executive person and serves as the leadership for an effectively operated school. Performs as an evaluator to determine the strengths and weaknesses of the school program and school staff. Takes appropriate action to correct deficiencies and to monitor changes. Provides for short and long range planning. Develops effective staffing procedures and provides sound financial management. Initiates and participates in an effective community relations program. Provides for an ongoing review and evaluation of the schools curriculum and programs. Develops and monitors the school's improvement plan. Involves staff in aligning the Kentucky Core Content. Involves staff in monitoring and attaining NCLB goals. Involves staff in decision making and evaluation. Keeps all members of the school staff informed concerning school and system business, educational plans and goals.

SPECIFIC RESPONSIBILITIES:

- Serves as chief administrator.
- Participates in, supervises and coordinates the planning, development, and operation of the total school program.
- Provides general and specific supervision over the total school program and over school assigned personnel.
- Delegates responsibility for various school functions but is responsible to the Superintendent and Board of Education for the results that are produced.
- Develops and prepares an annual school budget under the revised statutes of the Commonwealth of Kentucky but subject to such changes as deemed desirable by the Mercer County Board of Education and Superintendent.
- Makes recommendation as to the appointment and employment of all certified and classified personnel assigned to his/her school and is subject to review by the Superintendent.
- Performs needed personnel adjustments, assignments, subject to the approval of the Superintendent.
- Formulates for an effective system for board review and approval, the policies, directives, and procedures to promote and improve instructional programs.
- Provides and disseminates such information that is needed to keep the Superintendent, the Mercer County Board of Education, the school staff, and the general public informed of progress and programs.
- Prepares or directs the preparation of such reports as required by the statutes of the Commonwealth of Kentucky or the rules and regulations of the Mercer County Board of Education or as directed by the Superintendent.
- Formulates and enforces rules of discipline. Involves students, staff, and community in the formulation and review of such rules and regulations.
- Overseas orders, receipts, and related issues needed to operate the school program.
- Promotes, supervises, and evaluates extra-curricular programs within the school.
- Provides an orientation program for new teachers and staff assigned to his/her school.
- Attends meetings and conferences as required by the state, suggested by the Board of Education, or directed by the Superintendent.
- Keeps abreast of the current educational practices, techniques, and procedures.

- Studies curriculum requirements and changes and insured compliance with Kentucky Common Core.
- Develops and monitors the school's improvement plan.
- Involves staff in monitoring NCLB goals and initiatives.
- Involves staff in aligning the Kentucky Core Content.
- Allocate appropriate time for the evaluation and improvement of the school certified staff.
- Gives regular status reports of the school to the Superintendent and Mercer County Board of Education.
- Attends on a regular basis board meetings of the Mercer County Board of Education.
- Attends staff meetings and serves on committees to promote the total program of the Mercer County Schools.
- Devotes sufficient time and energy to carry out all duties, both assigned and implied as the principal.
- Provides information and assists support personnel in the performance of their duties.
- Provides advice, suggestions, and assistance to school personnel to help them in the performance of their duties and to promote and maintain morale.
- Plan and implement an effective public relations program.
- Oversees an ongoing inventor of equipment, supplies, and materials.
- Provides for and maintains an efficient and safe system for loading and unloading students from the buses.
- Oversees obtaining of substitute teachers when staff members are absent due to sickness or other causes.
- Plans and implements safety programs and holds regular drills pertaining to fire, tornado, and other hazards.
- Oversees the regular inspections of playground equipment, fire and safety equipment, and building and grounds for safety hazards or non-functioning equipment.
- Provides for regular inspection of buildings and grounds pertaining to cleanliness and healthful conditions.
- Provides a system for the notification of parents concerning student discipline, health, or academic issues.
- Performs such other duties as may be directed by the Superintendent or Board of Education.

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS:

- Three years experience as a successful teacher.
- Certification for principal.
- Master's Degree and Rank II.

IMPORTANT NOTES

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Mercer County Schools JOB DESCRIPTION

Job Title: School Counselor (K-12) | Reports to: Principal
Job Class Code: 1050 | Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule | Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: A school counselor is a certified mental health professional supporting all K-12 students in their social/emotional, academic, and career development. Through a Comprehensive School Counseling Program, counselors provide data-informed, universal, and targeted learning experiences to develop the whole child in a diverse society. They ensure College and Career Readiness at every level. They cultivate social, emotional, and behavioral health education. They collaborate with other school counselors, administrators, and parents for accountability. They participate in networks of school counselors locally and nationally and work with school administrators to find the best course of action for every student.

REPRESENTATIVE DUTIES:

Responsible for developing, implementing, and maintaining a comprehensive social-emotional learning (SEL) curriculum by assuming the lead role of the SEL MTSS system in their building.

- Ensure that the SEL screener is given 3 times a year.
- Ensure that data collected from the SEL screener and other types of data (ex: Infinite Campus, Teachers, Parents, At-Risk Assessments, etc.) are used to assess students' needs, situations, and support networks and then used to develop and implement an appropriate school-wide Tier 1 SEL program.
- Lead/Facilitate Student Needs (SEL RTI) meeting.
- Complete At-Risk Assessments.
- Maintaining all SEL MTSS records.
- Lead the Trauma-Informed/Student Problem Solving (SPS) team to address emergency student needs
- Provide direct Tier 2 and Tier 3 services that promote academic and social success.
- Assess, implement and maintain a refined menu of interventions that represents the best SEL resources we have available.
- Keep a list of individuals trained to implement certain interventions or that act as the lead for interventions.
- Conduct yearly needs assessments of all aspects of the MTSS SEL program including professional development needs, intervention considerations, and additional resources, and work with school leadership to ensure that needs are met.
- Serve on the monthly PBIS team.
- Share responsibilities of Special Education ARC chairperson and coordinate 504 meetings.

Ensure that the school has psychologically safe buildings and classrooms by fostering inviting, positive, healthy school climates:

- Collaborate with school leaders to ensure that the school implements trauma-informed practices and meets the needs of students.

- Develops procedures for the orientation of new families and students and families and those transitioning back to our schools.
- Assist with threat assessments and the implementation of Safety Plans
- Lead crisis response and maintain up-to-date recovery plans that meet the social/emotional needs of the children and staff.
- Facilitates student and family referrals to community resources such as behavioral health, child welfare, and career development.
- Consults with staff, families, and community partners (when appropriate) about the needs and concerns of children.
- Foster positive communication between families, students, and community agencies; make home visits and telephone calls, send correspondence, social media.

Career Development:

- Collaborate with school leaders and staff to develop and maintain an accurate student information system (including but not limited to the school's master schedule, individual student schedules, grades, enrollment, and transcripts).
- Provide opportunities for students to explore their interests and set goals for academic and career success.
- Maintain an up-to-date understanding of current graduation requirements and student academic opportunities (ex: KEES, dual credit, AP), and scholarship/career opportunities.
- Maintain up-to-date school course offerings document (middle and high school).
- Maintain an up-to-date counseling website.
- Maintain accurate documents.
- Maintaining confidentiality.
- Demonstrate punctuality and regular attendance.
- Adhere to the Professional Code of Ethics for Kentucky Certified Personnel.
- Perform other duties assigned by the Superintendent or designee.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Three (3) years experience working with children in a school setting.

LICENSES AND OTHER REQUIREMENTS:

Kentucky Certification for Guidance Counselor in Elementary School Master's Degree and Rank II

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Counselor – Day Treatment	Reports to: Day Treatment Director
Job Class Code: 1050	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 9/17/09

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: The goal of this position is to develop, implement, support, coordinate and assess treatment plans (i.e., individual/group counseling, self/career awareness, life skills, etc.) for youth with an emphasis on cognitive self-change.

REPRESENTATIVE DUTIES:

- Implements treatment strategies
- Provides individual and group counseling
- Monitors student progress
- Provides student reinforcement
- Identifies and implements student incentives
- Encourages parental involvement
- Monitors student behavior
- Enforces policies and procedures
- Detects and responds to behavioral changes
- Maintains interdepartmental communication
- Collaborates with educational staff
- Develops/modifies programs for special needs during regular school term
- Conducts needs assessment
- Applies assessment(s) to program development
- Recommends parameters for scheduling
- Reviews and revises individual programs
- Advocates for support for new/revised programs
- Develops and performs assessments
- Formulates evaluation instruments for individual student assessments
- Conducts appropriate assessments
- Analyzes/interprets results
- Summarizes and reports assessment data
- Shares/discusses data applications with students and others
- Keeps abreast of new assessment instruments
- Provides transitional services
- Informs respectives agency of students' return
- Assists in development of ITP transition plan (i.e., ARC)
- Refers students to support services (i.e., Mental health, Family Resources) and provides follow-up support
- Assists in community reintegration
- Maintains professional competence
- Learns diverse cultural and special needs standards
- Demonstrates positive work ethic and behavior
- Keeps abreast of new trends and models
- Fosters positive staff relations
- Joins/participates in professional activities
- Plans and participates in staff development
- Participates in student referrals
- Participates in development of policies and procedures
- Participates in meetings

- Prepares reports (i.e., internal and external services)
- Provides training to other staff
- Assists in researching/writing grants
- Effectively utilizes community resources
- Uses professional networks and services
- Works to improve staff morale within the program
- Other duties as assigned by Program Director
- All job duties as stated in the grant application to DJJ

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's Degree and certification required by the Kentucky Department of Education. MSW preferred with HQMHP (highly qualified mental health professional) endorsement.

LICENSES AND OTHER REQUIREMENTS: Degree of enforcement in counseling or Social Work, MSW preferred and endorsed with HQMHP.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

TECHNICAL SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in teacher standards for technology.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on school objectives and the needs and abilities of students. Ability to establish and maintain effective relationships with students, peers, and parents; skill in oral and written communication, especially contributing to staff morale.

PHYSICAL DEMANDS: The employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds such as testing material. Specific vision abilities required by this job include close vision.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Counselor – Middle and High	Reports to: Principal
Job Class Code: 1050	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 10/14/08

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: The middle and high school counselor's responsibility is to help students meet their social needs. In carrying out these responsibilities, counselors work closely with students, both individually and in groups, as well as with their teachers, other school personnel, parents and community agencies. He/she should remain up-to-date on Department of Education guidelines, rules, and regulations of the guidance program as well as policies concerning the guidance program by the Mercer County Board of Education. The counselor will maintain files and records as required by the Department of Education and the Mercer County Board of Education.

REPRESENTATIVE DUTIES:

- Guide and/or counsel individuals and groups in the solution of occupational, educational, personal, and social problems.
- Provide counseling services for all students.
- Maintains files of up-to-date occupational literature and information which is easily accessible to the students for their use.
- Maintain an effective cumulative record system.
- Assist students in locating full-time employment, using community employment services.
- Facilitate "Career Day" opportunities.
- Assist students with problems and follow through with them by working closely with their teachers and parents and with the principal, supervisor, and Director of Pupil Personnel.
- Coordinate the administering of standardized testing in your school and serve as the Building Assessment Coordinator.
- Do follow-up studies on recent graduates.
- Work with curriculum development for each grade level.
- Create, coordinate, and maintain schedules for students.
- Work with administrative staff in accomplishing the goals and objectives of the guidance programs.
- Work closely with school records to ensure all graduation requirements are fulfilled by each student.

MINIMUM QUALIFICATIONS

LICENSES AND OTHER REQUIREMENTS:

- Three years experience as a successful teacher.
- Kentucky Certification for Guidance Counselor in Middle/High School
- Master's Degree and Rank II

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: School Psychologist	Reports to: Director of Special Education
Job Class Code: 0250	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 05/21/2024

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION:
Conduct psychological assessments of students, and serve as the primary evaluator for diagnosis of disability and eligibility determination for students who have been referred for specialized instruction and related services.

REPRESENTATIVE DUTIES:

- Conduct psychological evaluations utilizing a variety of techniques and measures
- Interpret evaluation results and complete a written integrated, multidisciplinary report of findings, including eligibility components, educational implications, recommendations, classroom/instructional modifications and accommodations, for students referred for specialized instruction and related services.
- Participate in Admissions and Release Committee meetings, as needed, to assist in the referral, evaluation, or re-evaluation process and provide guidance in determining eligibility for special education and related services
- Works with teachers, principals, and central office administration in problem prevention and resolution.
- Performs such other tasks and assumes such other responsibilities as may be assigned by the Director of Special Education or the Superintendent.

KNOWLEDGE OF:
IDEA Regulations and special education policies, programs and procedures related to psychological services; state and federal laws and regulations regarding special education records, due process and service provision.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:
Master's Degree in School Psychology or equivalent
LICENSES AND OTHER REQUIREMENTS:
Valid KY School Psychologist License

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Special Education Consultant — Reports to: Special Education Director
Job Class Code: — Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule — Approval Date: 10/14/08

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: To support special education teachers and administrators.

REPRESENTATIVE DUTIES:

- Assist and support special education teachers by conducting educational assessments and developing instructional plans for students with disabilities.
- Provide direct special education services to student.
- Support school staff in the coordination of special education services for students throughout the district.
- Assist building administrator in providing special education services for special needs students throughout the district.
- Assist building administrator in providing special education services for special needs students throughout the district.
- Provide duties and responsibilities as assigned by the Director of Special Education and/or Superintendent.
- Support special education teacher by assisting in:
    - Scheduling ARC meetings
    - Organizing and properly completing in IEP's and related paperwork
    - Completing educational testing for evaluations and reevaluations
    - Classroom support and mentoring
    - Developing behavior intervention plans and programs for students
    - Meeting deadlines for ARC's and evaluations
    - Conducting home visits for students when necessary
- Support regular education staff in the special education referral process and response to intervention.
- Support the building administrator by:
    - Serving as an additional ARC chairperson
    - Working with teachers to schedule ARC meetings and assure that timelines are met within the building
    - Working with special education teachers to improve the instruction in the classroom
    - Assisting in devising behavior programs for difficult students
    - Ensuring quality special education services for students throughout the district

MINIMUM QUALIFICATIONS

LICENSES AND OTHER REQUIREMENTS: Valid Kentucky Special Education Teaching Certification, Master's Degree in education field, minimum of three years successful teaching experience in special education, experience and background knowledge of special education law and due process procedures, experience in conducting educational evaluations of special education students, KDE Special Education Consultant endorsement.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Special Education Diagnostician	Reports to: Director of Special Education
Job Class Code: 2095	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 06/20/2023

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Coordinating and conducting student observations, assessments, and evaluations for special education services; implementing and maintaining services within established guidelines and standards.

REPRESENTATIVE DUTIES:

- Administers, scores, interprets, and reports individual educational assessments, observes the behavior of students, and integrates these findings with other assessment data to assist in program options and placements.
- Collects and prepares initial and tri-annual evaluation data as determined by Board policy and procedures.
- Reviews and recommends to district administration the appropriate testing materials necessary to meet the needs of the district's student population.
- Coordinates and assists in the provision of a program of assessment for special education students in an efficient and economical manner to ensure that appropriate referral and assessment procedures are followed.
- Attends meetings/training in needed areas.
- Uses technology to enhance productivity and professional growth; accesses and manipulates data; communicates and collaborates with colleagues, staff, and community; conducts research/solves problems.
- Works with teachers, principals, and central office administration in problem prevention and resolution.
- Performs such other tasks and assumes such other responsibilities as may be assigned by the Director of Special Education or the Superintendent.

MINIMUM QUALIFICATIONS

Master's Degree in Special Education, Valid KY Teaching Certificate in Special Education, five years of experience as a Special Education Teacher.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Special Education Teacher	Reports to: Principal/Special Education Director
Job Class Code: 2095	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 10/14/08

PERFORMANCE RESPONSIBILITIES

OVERVIEW OF RESPONSIBILITIES: The special education teacher shall provide learning experiences designed to meet the unique needs of handicapped children as outlined on each student's IEP. The special education teacher shall be responsible for planning, implementing, and monitoring an instructional program designed to meet the individual educational/behavior needs of handicapped students.

SPECIFIC RESPONSIBILITIES:

- Provide instructional activities appropriate to meet each child's IEP goals and specific objectives.
- Collect data on an on-going basis for monitoring student progress in meeting IEP short-term objectives.
- Provide a stimulating and conductive learning environment.
- Design and plan a successful learning experience for each child, taking into account each student's preferred learning modality and unique motivational needs.
- Design and organize materials needed to meet each student's success level.
- Design and implement successful classroom behavior management techniques and programs as needed.
- Implement/monitor individual behavior management techniques and programs as needed.
- Schedule students into regular classes as outlined in their IEP.
- Consult formally and informally with classroom teachers on a routine basis to monitor student performance and behavior in their regular classes.
- Serve as a consultant to regular teachers in developing intervention strategies prior to or during the referral/evaluation process.
- Assist in identifying special education students through classroom behavior observations and through conducting formal and informal assessments in suspected areas of academic weakness.
- Assist in arranging annual review meetings within one year of the previous SBARC meeting and coordinate a mutually agreeable time with other SBARC members.
- Participate in SBARC/ARC meetings and assist the committee in the development of the IEP and placement decisions.
- May serve as recorder of the IEP.
- Present monitoring data to other SBARC members at the annual review.
- Maintain record of parent contacts and implement all confidentiality procedures.
- Be available for periodic meetings with the Special Education Director.
- Maintain on-file student's current IEP, work samples, and monitoring data as required by state/federal regulations.
- Participate in the planning, execution, and evaluation of professional development activities.
- Assist Special Education Supervisor in the evaluation of special education programs and provide input into needed areas of change or additions.
- Perform other duties and assume responsibility as assigned by the principal.
- Provide for continued professional growth through on-going readings in the field of special education and through attendance at workshops and conferences.

MINIMUM QUALIFICATIONS

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky Teacher Certificate for Special Education

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Speech Language Therapist	Reports to: Supervisor
Job Class Code:	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 10/14/2008

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: The speech and language therapist is responsible for providing district therapy to handicapped students on an individual and small group basis in order to adequately meet each child's IEP goals. The speech therapist will be responsible for implementing child find/evaluation/placement procedures in accordance with state and federal regulations in regard to speech/language handicapped students.

REPRESENTATIVE DUTIES:

- Screens all pre-school and kindergarten students for possible speech/language dysfunctions.
- Evaluates all students failing screening and additional students referred by classroom teachers.
- Conducts all referrals/evaluations/placement and dismissal activities in accordance with state and federal regulations.
- Maintain on file an individual due process folder for each handicapped student including parent permission for evaluation, case history, appropriate evaluations, parent permission for placement, record of parent contacts, current IEP, annual reviews, and appropriate prior notices.
- Maintain confidentiality requirements.
- Schedule therapy classes, taking into consideration individual needs, group compatibility, maturity of each student, and each student's classroom requirements.
- Provides an environment conducive to effective learning.
- Informs teachers of the results of evaluations, names of students to be schedules for therapy, days, times and location of therapy.
- Schedules SBARC meetings with parents and other SBARC members for the purpose of sharing evaluation results, reasons for therapy, therapy schedule, and suggestions for reinforcing therapy at home and to secure parent permission for therapy.
- Attend SBARC meetings and may serve as recorder.
- Prepare lesson plans designed to meet individual student IEP short-term objectives.
- Develop and employ a variety of instructional therapy materials and techniques to allow for effective therapy.
- Employ adequate behavior and class management techniques to allow for effective therapy.
- Develop and maintain a system for monitoring individual student progress in achieving IEP objectives.
- Schedule and conduct annual review meetings within one year of previous SBARC meeting.
- Conduct hearing screenings for all students in appropriate grades; all special education students and all students referred for special education services.
- Make proper referrals as indicated by examination and evaluation to other professionals such as doctors, dentists, and audiologists.
- Available for periodic meetings with special education director/building principals as requested.
- Participates in the planning, execution, and evaluation of professional development activities.
- Provide for continued professional growth through an on-going process of readings concerning new materials and techniques and attendance at conferences and workshops.
- Performs other duties and assumes other responsibilities as assigned by the special education director and/or building principal.

MINIMUM QUALIFICATIONS

LICENSES AND OTHER REQUIREMENTS:

- Certification by the Kentucky Department of Education
- Certification by the American Speech/Hearing Association

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Substitute Teacher	Reports to: Principal
Job Class Code: 2099	Work Schedule: Variable
Pay Scale: See Salary Schedule	Approval Date: 10/14/2008

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: The substitute teacher shall prepare, present, and evaluate material designed for pupil learning experiences. The substitute teacher shall review in detail lesson plans, assignments, and/or other instructions proposed by the regular classroom teacher. The substitute shall familiarize themselves with all current school board and administrative policies. The substitute teacher shall enforce all policies and administrative regulations while performing their duties at their assigned school. The substitute shall keep various class attendance records, grade books, and other records to document student progress and attendance. The substitute teacher works with parents, principals, Director of Pupil Personnel, the Instructional Supervisor, fellow teachers and others in helping pupils to learn and develop.

REPRESENTATIVE DUTIES:

- Review lesson plans, assignments, and other instructions proposed by the regular classroom teacher.
- Prepares lesson plans, objectives, and instructs pupils in various grades or specific subject areas as necessary.
- When necessary, develops teaching outlines based on appropriate curriculum guides.
- Uses various levels of material and teaching techniques to instruct all levels of pupil ability and progress.
- Keeps abreast of new trends, methods and subject development in the field of teaching and/or subject matter which will benefit both teacher and students.
- Provides evaluation and referral of students to the proper program for optimal learning.
- Participates in the planning and evaluation of school programs and activities.
- Provides for the care and protection of school property.
- Provides for the safety, health, and general welfare of the students.
- Watches for and reports signs of child abuse and/or neglect.
- Keeps an approved record of each student's courses, grades, attendance and other appropriate facts as required by local, state, or federal requirements.
- Refers students for guidance and/or counseling services when deemed necessary.
- Maintains discipline in the classroom, during school events and in/on school property.
- Performs individual, small group or large group instruction.
- During time of employment, participates in extracurricular activities for the benefit of students or school.
- Enforces a course of study and use of authorized textbooks as prescribed by laws of the state of Kentucky and adopted policies of the Mercer County School System.
- Participates in student/parent counseling sessions or activities.
- Familiarizes self with laws, directives and system policies relating to teachers, students, curriculum and school related activities.
- Instructs students in character education, career education, drug and alcohol abuse, health and/or other areas as required by law, regulation or policies approved and adopted by the Mercer County Board of Education.
- Assigns grades for pupil progress and makes recommendations as to the promotion or retention of students.
- Prepares such reports as required by the statutes of the Commonwealth of Kentucky or the rules and regulations of the Mercer County Board of Education.
- Attends such meetings and conferences as required by the state, or directed by the principal or superintendent.
- Attends staff or departmental meetings and serves on committees to promote the total program of the

Mercer County Schools.

- Plans and implements “safety programs” and participates in regular drills pertaining to fire, tornado or other hazards.
- Reports potential safety hazards to appropriate personnel and/or immediate supervisor.
- Participates in the system for notification of parents concerning student discipline, health, or academic problems.
- Provides required documents relating to health, certification and attendance as required by local, state, and federal laws and policies.
- Reports a summary of employment at designated times to the Mercer County Board of Education office.
- Performs such other duties as directed by the principal, superintendent or Mercer County Board of Education.

MINIMUM QUALIFICATIONS

LICENSES AND OTHER REQUIREMENTS:

Any one or more of the following:

- 64 College Hours at an accredited university with a 2.5 GPA
- Valid Kentucky Substitute Certificate
- Valid Kentucky Teaching Certificate

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Account Clerk II	Reports to: Chief Financial Officer
Job Class Code: 7164	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 7/16/24

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Perform a variety of responsible clerical accounting duties; maintain financial, accounting and statistical records and prepare reports; review, prepare and process financial, accounting and purchasing documents, reports and materials.

REPRESENTATIVE DUTIES:

- Maintain a set of financial records related to an area of clerical accounting such as accounts receivable, budget, school accounting, food services or other assigned accounting support area; coordinate assigned area with other accounting functions.
- Verify, balance, adjust and assure the accuracy of assigned accounts; receive, verify and audit invoices and receipts for supplies, equipment and services; contact District personnel to verify orders, receipts and signatures.
- Collect, receipt, record and deposit monies; sort and post to appropriate account; reconcile cash, receipts and statements; resolve or assist in the resolution of discrepancies and errors.
- Compile, sort, code, tabulate, post and compare financial and statistical data; verify availability of funds; extend and balance accounts and post to various records and reports.
- Prepare and generate a variety of financial and statistical reports, lists and summaries; enter, compile and tabulate data for inclusion in departmental reports; prepare, maintain and file lists, records, reports and other documents.
- Interact with vendors and District personnel to research discrepancies, correct errors, resolve problems and assist with preparation and maintenance of records and reports.
- Provide information regarding accounting policies, procedures and practices to District employees, vendors and others; interpret, apply and explain District policies and regulations as needed.
- Input financial and statistical information into an automated accounting system.
- Operate a variety of office equipment including typewriter, calculator, copier and computer terminal.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Basic accounting practices, procedures and terminology.
- Financial and statistical record-keeping techniques.
- Modern office practices, procedures and equipment.
- Data processing applications to accounting functions.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer terminal.
- Apply bookkeeping and financial record keeping principles to the maintenance of assigned accounting records.
- Maintain financial records, review and verify data and prepare accurate reports.
- Learn to apply and explain rules, regulations, policies and procedures involved in assigned activities.
- Compare numbers and detect errors efficiently.
- Make arithmetic computations with speed and accuracy.
- Operate standard office machines such as typewriter, calculator, copier, computer terminal, personal

computer and microcomputers.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Perform statistical typing accurately.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year experience in maintaining automated financial and statistical records.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Assistant Director: Food Services	Reports to: Food Services Director
Job Class Code: 7223	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: The Assistant Director: Food Service helps manage and coordinate the day-to-day food service operations of assigned school sites and assist in maintaining compliance with District, State and Federal requirements and laws regarding nutrition, sanitation, safety and record keeping. This position assists in the administration of food service employee matters, including timesheets, leave affidavits, and accounts payable in addition to helping manage the fiscal aspects of the program. The Assistant Director helps manage USDA foods and inventory, and assists with procurement; helps train/retrain new and existing employees and assists with resource management including but not limited to personnel, food, and supplies (transporting food between sites as necessary). The Assistant Director helps create a culture of continuous learning and improvements. In this job you will also perform advanced-level secretarial duties requiring independent judgment and analysis for a District Director of a District wide program, you will organize, coordinate office activities and communications to relieve the director of routine administrative and clerical details.

REPRESENTATIVE DUTIES:

The following are listed for reference. Success will involve the ongoing demonstration of desire and ability to perform responsibilities effectively, efficiently, pleasantly and with a focus on student success.

- Visit assigned school cafes to monitor the implementation of County, State, and Federal guidelines for providing quality food service.
- Help ensure observance of record-keeping, policies, regulations, services, health and safety factors.
- Support the director by assisting with: menu planning; preparing production records; ensuring product compliance; and helping oversee proper meal crediting, counting and claiming procedures are followed.
- Assist with payroll activities: collecting and tabulating timesheets and sick/personal leave affidavits.
- Ensure that the monthly and annual paperwork and reports due at the District, State, and Federal levels are completed in an accurate and timely manner (ie: HACCP logs, maintenance reports, Mosaic reports, and other reports).
- Aid in the procurement of food, supplies, equipment and services following all federal, state and district regulations (ie: solicit quotes, place orders, help write RFPs and IFBs).
- Help support financial performance of the program: accounts payable; monthly expenditures; managing student account balances (positive/negative); identifying opportunities to increase revenue for the program, etc.
- Perform essential duties at the kitchen level including but not limited to: all food preparation, serving, and cleaning tasks; moving inventory between sites; and serving as the backup for managers.
- Assist the director in hiring and onboarding new team members.
- Assist the director and maintenance team in properly procuring and securing the appropriate replacement parts for kitchen equipment.
- Provide the director with input regarding employee evaluations.
- Assist with planning and execution of special events, special orders placed by other entities within the district, and catering jobs.
- Help support communication efforts between the program, schools and the community.
- Provide essential support to the Summer Food Service Program (SFSP): working with manager(s) and director to support operations, conduct site reviews, complete/update applications, and ensure proper meal counting and claiming is taking place.

- Strict adherence to the Policies and Procedures of the Mercer County Board of Education, the Employee Handbook and Kentucky Revised Statutes.
- Fulfilling contractual obligation of days worked.
- Perform other duties as assigned.
- Perform complex and advanced level accounting duties in the maintenance of assigned accounts.
- Perform responsible record-keeping duties with a high degree of skill and accuracy.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Operate office machines including computer equipment, personal computer, accounting software and peripherals.
- Interview and screen all callers and visitors, including students, parents, teachers, administrators, vendors and the public and provide information concerning the Food Services Department.
- Perform responsible record-keeping duties with a high degree of skill and accuracy.
- Assist in the maintenance of department budgets; enter data into computer to charge appropriate accounts; review invoices, requisitions and purchase orders for accuracy, completeness and compliance with department and District policies; inspect and verify accuracy of District financial reports with office records; research and resolve discrepancies as needed.

WORKING CONDITIONS:

- Regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- Frequently required to stand; walk; and stoop, kneel, crouch, or crawl and required to bend or twist at the neck and trunk while performing duties of this job.
- Continual use of hand strength to grasp tools.
- Frequently required to sit and climb or balance. Frequently lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally will walk on slippery surfaces.
- Requires activities involving being around commercial cooking equipment, exposure to marked changes in temperature, occasionally working in temperatures above 100 and below 0.
- The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job.
- The noise level in the work environment is frequently loud.

DISCLAIMERS AND OTHER PERTINENT INFORMATION:

- The work environment described is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.
- This document does not create an employment contract, implied or otherwise.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Associate's degree preferred; High school diploma or GED certificate required. Three years of experience in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, business, operations, or a related field. ServSafe Manager Certification (if not held, willing to obtain within the first year of service). Valid Kentucky Driver's License.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Assistant Director of Finance	Reports to: Director of Finance
Job Class Code: 7161	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 6/4/2024

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Plan, coordinate and supervise the daily operations of two or more finance related areas such as payroll, accounts payable, accounts receivable, grants and others to accurately fulfill District accounting functions in a timely and professional manner in compliance with State rules and regulations.

REPRESENTATIVE DUTIES:

- Supervise two or more accounting units including financial reporting, attendance accounting, accounts payable, general ledger, accounts receivable and other accounting functions; coordinate activities with the payroll function.
- Coordinate activities between accounting department and the field; respond to questions and issues from the field including attendance, budget or other accounting issues.
- Review accounting methods and procedures; recommend changes to accounting systems, automated or manual, and implement change as directed.
- Prepare a variety of accounting, attendance and other reports and maintain a variety of complex records; assess requirements for reports and assign sections for preparation to staff; prepare graphics and charts as necessary.
- Regulate compliance with State requirements and other related directives for accounting functions; check daily input and output of accounting data to assure accuracy; coordinate activities for annual audit for the District to assure consistency with Generally Accepted Accounting Principles.
- Manage and maintain software systems in line with the finance department and functions.
- Work closely with the Director of Finance to reconcile bank statements monthly.
- Be a point of contact for Munis budget reports for schools and other district departments.
- Work closely with Human Resources and Payroll in regards to leaves, breach of contract compliance, contract days, salary determinations, dock pay, etc.
- Complete budget amendments as directed by the Director of Finance.
- Communicate effectively with new employees on pay.
- Manage Opening Day activities.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Principles and practices of accounting including auditing, budgeting and computerized accounting reports.
- Generally Accepted Accounting Principles applicable to educational accounting.
- Communicate effectively both orally and in writing.
- Knowledge of Munis accounting software.
- Knowledge of school finance practices and procedures.
- Confidentiality in all aspects including employee information.

- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Meet schedules and time lines.
- Plan and organize work independently.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records, prepare reports and prepare clear and concise financial and accounting analysis reports.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: four year college degree and at least three years of proven school finance and/or human resources experience.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Attendance Supervisor	Reports to: Supervisor
Job Class Code: 7861	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 1992

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Plan, schedule and assign the duties of attendance clerical personnel; coordinate communications between attendance and Management Information Systems; assist in developing the implementation of an on-line student data base system.

REPRESENTATIVE DUTIES:

- Plan, schedule and assign the duties of attendance clerical personnel; coordinate communications between attendance and Management Information Systems.
- Coordinate work schedule between an assigned supervisor or administrator and attendance clerks.
- Plan, develop and implement database programs related to suspensions, retention and dropouts.
- Maintain entry-withdrawal forms for special schools.
- Consult with local authorities including legal and governmental agencies and parents requesting student information.
- Respond to procedural questions of school personnel as to proper course of action to solve problems in the computerized attendance system.
- Assist with statistical reports and census reports.
- Assist school implementation of the on-line student data base; plan, develop and implement training for school attendance personnel on the on-line student data base system.
- Serve as back up for attendance clerks at peak workload times.
- Serve as department liaison with the State Department of Education concerning attendance report development and production.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Operation of a computer terminal and data entry techniques.
- Oral and written communication skills.
- Principles of training and providing work direction.
- Principles and practices of administration, supervision and training.

ABILITY TO:

- Plan, schedule and assign the duties of attendance clerical personnel.
- Coordinate communications between attendance and Management Information Systems.
- Assist in developing the implementation of an on-line student data base system.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Compile and verify data and prepare reports.
- Train, supervise and evaluate personnel.
- Add, subtract, multiply and divide quickly and accurately.
- Understand statistical reporting.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate, or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of experience in the computerized attendance systems.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Behavior Coach MA
Reports to: Principal
Job Class Code: 7881
Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule
Approval Date: 2-17-22

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: The position of the Behavior Coach is to provide comprehensive student assistance service to students with behavior concerns; develop and implement a variety of programs for improved behavior.

REPRESENTATIVE DUTIES:

- Provide strong leadership to the school in positive behavioral interventions and supports.
- Communicate with administrators, teachers and students.
- Serve as a mentor for students.
- Participate in professional learning activities related to behavioral interventions, as well as other professional learning opportunities to further develop knowledge and skills.
- Network with all stakeholders.
- Promote classroom positive behavior interventions and supports.
- Maintain regular attendance.
- Develop and maintain a positive rapport with families and staff.
- Establish and maintain working relationships with community and community service groups.
- Maintain contact with students who are referred; ensure follow-up with students.
- Collaborate with faculty and staff to develop strategies to help students achieve their behavior goals.
- Perform other duties as assigned by the supervisor.

KNOWLEDGE AND ABILITIES:

- Oral and written communication skills.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Basic public speaking techniques.
- Principles and practices of supervision and training.
- Explain and apply rules, regulations, policies and procedures related to the student handbook.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Determine appropriate action within clearly defined guidelines.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: *Minimum requirements- four year college degree (level 2), preferred Master's degree (level1) and at least five (5) years coaching/teaching experience, preferable in a school/college environment.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Bus Driver	Reports to: Transportation Director
Job Class Code: 7941	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 1992

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students; provide safe and efficient transportation for District students to and from school, special events, and field trips; perform daily inspections and operator maintenance of vehicle; assist in loading and unloading of physically and mentally handicapped students as necessary.

REPRESENTATIVE DUTIES:

- Drive a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation in the State following specified schedules; transport students to and from school, special events, and field trips.
- Meet all bus driver qualifications and responsibilities as set forth in 702 KAR 5:080.
- Pick up and discharge students, under varying weather conditions, at established bus stops; report incidents which affect the safety of students to the appropriate administrator.
- Maintain bus in a safe operating condition through prescribed daily vehicle inspections and driver maintenance including cleaning windows, mirrors and bus interior; check and maintain fuel, oil and water levels; check brakes, brake lights and doors; report mechanical defects and malfunctions to appropriate personnel.
- Maintain order and discipline among students on bus following District policies and procedures regarding disciplining of students and communicate effectively with school officials, parents and the public; interact with parents regarding questions, concerns and disputes.
- Perform emergency bus evacuation drills as required by Kentucky Administration Regulations.
- Transport physically handicapped and mentally handicapped children to and from designated locations; lift and secure wheelchairs; assist in the loading and unloading of handicapped children as necessary.
- Observe applicable local, State and federal policies, procedures and guidelines.
- Maintain adequate and clean exterior and interior of buses including picking up debris, sweeping and mopping floor, wiping upholstery and cleaning headlights.
- Maintain records concerning vehicle maintenance, miles driven and number of children transported and other related matters; prepare student conduct, incident and accident reports.
- Attend safety and preventive emergency meetings when required.
- Utilize two-way radio for bus-to-bus and bus-to-base communication.
- Perform first aid according to established guidelines and procedures.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Safe driving practices.
- Provisions of the State Motor Vehicle code and Kentucky Administrative Regulations applicable to the operation of vehicles transporting students.
- First aid practices.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students.

- Maintain order and discipline among students while driving a school bus.
- Maintain assigned vehicle in a clean and safe operating condition.
- Recognize equipment malfunctions and take appropriate action.
- Learn designated bus routes including stops and traffic hazards.
- Maintain routine records.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow written and oral directions.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.
- Learn, apply, and explain rules, regulations, policies, and procedures.
- Observe legal and defensive driving practices.
- Assist in loading and unloading handicapped children as necessary.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate, or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law, and one year experience in the operation of a motor vehicle.

LICENSES AND OTHER REQUIREMENTS: Valid Kentucky Commercial Class B driver's license, including passenger endorsement; School Bus Certificate; must pass driving record check.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Bus Monitor	Reports to: Transportation Director
Job Class Code: 7942	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 1992

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Assist school bus driver in maintaining discipline while bus is in operation; maintain proper records and documentation; assist student loading, unloading, and seating arrangements as required.

REPRESENTATIVE DUTIES:

- Assist the bus driver in maintaining discipline on school bus; monitor and assist students while bus is in operation.
- Consult with and assist bus driver in documentation of student information, record-keeping and completing route surveys.
- Assist driver in assuring seat belts, harnesses, and wheelchair clamps are secured as required.
- Assist parent and school personnel with safe loading and unloading of students; coordinate seating of pre-Kindergarten students as required by State Transportation Guidelines.
- Communicate with classroom aides, teachers, principles, and parents concerning student background, medical problems, and behavior as appropriate.
- Maintain current knowledge of Emergency Evacuation procedures.
- Assist handicapped children on and off the bus and escort children across street upon return home; lift children as required; assure a responsible adult meets students leaving the bus.
- Attend in-service meetings and training courses as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Safe practices concerning school bus transportation.
- Basic record-keeping techniques.
- Applicable sections of the KAR and others applicable laws.
- Health and safety regulations.

ABILITY TO:

- Maintain proper records and documentation.
- Assist student loading, unloading, and seating arrangements as required.
- Understand and relate to children with special needs.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Lift students according to established guidelines.
- Maintain current knowledge of Emergency Evacuation procedures.
- Maintain routine records.
- Observe health and safety regulations.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate, or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Bus Monitor – Exceptional Child	Reports to: Transportation Director
Job Class Code: 7943	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 1992

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Ride a school bus for exceptional children and assist school bus driver in maintaining discipline while bus is in operation; operate mechanical lift.

REPRESENTATIVE DUTIES:

- Assist exceptional children on and off the bus and escort children across the street upon return home; lift children as required; assure a responsible adult meets students leaving the bus.
- Operate equipment, including wheelchairs, tie-downs, seat belts, harnesses, mechanical lifts, and other adaptive equipment as necessary.
- Assist driver in assuring seat belts, harnesses, and wheelchair clamps are secured as required.
- Assist parent and school personnel with safe loading and unloading of students; coordinate seating of exceptional students as required by State Transportation Guidelines.
- Consult with and assist bus driver in documentation of student information, record-keepiong, and completing route surveys.
- Monitor and assist students while bus is in operation.
- Communicate with classroom aides, teachers, principles, and parents concerning student background, medical problems, and behavior as appropriate.
- Maintain current knowledge of Emergency Evacuation procedures.
- Attend in-service meetings and training courses as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Operation of mechanical lift, wheelchairs, seat belts, restraining harnesses, and wheelchair clamping devices.
- Safe practices concerning school bus transportation.
- Problems and concerns of children with special needs.
- Basic record-keeping techniques.
- Applicable sections of the KAR and others applicable laws.
- Health and safety regulations.

ABILITY TO:

- Ride a school bus for exceptional children and assist school bus driver in maintaining discipline while bus is in operation.
- Maintain proper records and documentation.
- Assist student loading, unloading, and seating arrangements as required.
- Understand and relate to children with special needs.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Lift students according to established guidelines.
- Maintain current knowledge of Emergency Evacuation procedures.
- Maintain routine records.
- Observe health and safety regulations.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate, or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: CAFÉ LEAD ASSIST	Reports to: Food Service Manager
Job Class Code: 7232	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION:
To create a positive environment that aligns with the vision for the Nutrition Services Department. Align actions with district and school values and core priorities. Evaluated based on the efficacy of aligned actions.

REPRESENTATIVE DUTIES:

- Serve as Café Manager when Café Manager is not available.
- Assist the Café Manager in leading the nutrition service operations at assigned school site; assure the serving and storage of food is in accordance with established guidelines and procedures.
- Assist the Café Manager will work schedules and duties for assigned personnel; Train new employees and Student Care Caretakers as assigned in safety, sanitation, compliance, and equipment operation.
- Assist the Café Manager in the preparation of a variety of reports and records including inventory, requisitions, daily reports and production sheets.
- Attend meetings related to nutrition service operation and activities as assigned.
- Prepare rolls, biscuits, breads, cakes, cookies, and other bakes goods in large quantities.
- Prepare meat dishes, vegetables and other main dishes; prepare salads, sandwiches, fruit, soups, sauces and other foods.
- Assist in determining appropriate quality of food items for preparation; adjust and extend recipes as needed; maintain food quality standards including appearance, and nutritional requirements.
- Monitor temperatures of food to assure safety and quality standards are met; monitor water temperatures to assure proper temperature for sanitizing.
- Serve food according to established guidelines and replenish serving containers as needed.
- Clean cafeteria, equipment, utensils, and appliances in compliance with the kitchen sanitation and safety procedures and regulations; clean refrigerators and storerooms as required.
- Utilize proper methods of handling foods while assisting in storing unused food and supplies; dispose of unusable leftovers.
- Operate a variety of standard kitchen utensils and equipment, including slicer, chopper, mixer, steamer, dishwasher, electric warmer, range, oven, pressure cooker, cash register, and other cafeteria equipment as required.
- Record amounts of food sold and monies collected as assigned; assist with inventory and maintain routine records as directed; prepare records of foods cooked and foods leftover.
- Prepare and bake foods for special events as needed; assist in banquets or special events as required.
- Collect money and make correct change.
- Contribute to a district culture of cafeteria caretaking.
- Demonstrate a commitment to professional growth.
- Demonstrate punctuality and regular attendance.
- Maintain appropriate professional appearance.
- Adhere to the appropriate code of ethics.
- Perform other duties as assigned by Superintendent or designee.

KNOWLEDGE OF:

- Principles and methods of quantity food service preparation, serving, and storage.
- Sanitation and safety practices related to handling, cooking, baking, and serving food.

- Health and safety regulations.
- Basic computer, math, and cashiering skills.
- Ability to operate and maintain standard machines and equipment found in a school cafeteria and kitchen.
- Ability to follow, adjust and extend recipes.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain cooperative and effective working relationships with others.
-

ABILITY TO:

- Work while sitting, standing and or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, and reaching.
- Requires the ability to lift, carry, push, or pull items weighing up to fifty pounds.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of school nutrition experience preferred.

LICENSES AND OTHER REQUIREMENTS: Must complete a training course for certificate of beginning food personnel as prescribe in 702 KAR 6:045.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Clerical Assistant I	Reports to: Director/Building Principal
Job Class Code: 7783	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 1992

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Perform routine typing and general clerical activities in support of a school or District function, including instructional programs, school sites, personnel, mail services, food services and financial services; apply procedures and policies within clearly specified procedures.

REPRESENTATIVE DUTIES:

- Perform routine typing and general clerical activities in support of a school or District function, including instructional programs, school sites, personnel, mail services, food services and financial services.
- Type written materials such as letter, memoranda, bulletins or reports from straight copy or rough draft on a typewriter or computer terminal.
- Receive visitors; answer telephone and refer telephone calls and visitors to appropriate personnel; answer routine questions according to established guidelines; schedule meetings and appointments.
- Maintain and update records, inventories, index and cross reference files; maintain inventories of assigned materials, documents, and equipment.
- Maintain attendance, academic, and health records; update computer information databases.
- Perform basic arithmetic calculations; receive and process various forms and documents, including financial and statistical documents; conduct general research duties as assigned.
- Receive, sort, and distribute incoming and outgoing mail.
- Duplicate items; package and distribute completed correspondence and other materials.
- Assure the timely distribution and receipt of records, reports, and bulletins as directed.
- Receive shipments of materials; inspect and verify for accuracy of quality, quantity, and type of materials; notify supervisor of discrepancy or damage.
- Perform routine typing of records from detailed copy; post records; proof completed typing assignments.
- Make telephone calls as directed; take and relay messages.
- Operate a variety of office equipment including typewriter, calculator, copier, and other machines pertinent to the assignment.
- Provide work direction to student aides as assigned.
- Collect monies and maintain related financial records as required by the assignment.
- Perform related duties as assigned.
- Provide health services as needed and as dictated by student population for which training and authorization have been provided.

KNOWLEDGE OF:

- Modern office practices, procedures, and equipment.
- Alphabetical, numerical, and subject matter filing systems.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Telephone techniques and etiquette.
- Basic math.
- Basic operation of standard office machines, including computer terminals.
- Basic record-keeping techniques.

ABILITY TO:

- Perform clerical duties such as filing, duplications, typing, and maintain routine records.

- Operate a copier, typewriter, and adding machine.
- Learn to operate a computer terminal and peripheral equipment.
- Learn policies and procedures of assigned program.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Type at 35 words per minute from clear copy.
- Work cooperatively with others.
- Communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate, or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Clerical Assistant II	Reports to: Director/Building Principal
Job Class Code: 7782	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 1992

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Perform a variety of responsible clerical duties involving typing, filing, and maintaining records in support of a school or District function, including instructional programs, school sites, personnel, mail services, food services and financial services; apply and explain procedures and policies of assigned program or department.

REPRESENTATIVE DUTIES:

- Perform a variety of clerical duties involving typing, filing, record keeping, proofreading and processing information.
- Type letters, memoranda, bulletins, reports, schedules, lists, forms, or other materials from straight copy or rough draft on a typewriter or computer terminal.
- Maintain a variety of logs, records, and files related to assigned office; compile information from a variety of sources and prepare summaries and reports including attendance and enrollment data.
- Receive visitors; answer telephone and refer telephone calls and visitors to appropriate personnel; answer questions and provide information and directions or explain policies and procedures; schedule meetings and appointments.
- Assist the public and District employees in completing forms, applications, and other District, State, and federal forms and documents.
- Maintain and update records, inventories, index and cross reference files; maintain inventories of assigned materials, documents, and equipment; compile and verify information; produce periodic reports, lists, and records as assigned.
- Maintain attendance, academic, and health records; update computer information databases.
- Perform basic arithmetic calculations; receive and process various forms and documents, including financial and statistical documents; conduct general research duties as assigned.
- Maintain supply and material inventory of assigned area as required; assist with ordering, receiving, and distributing materials, equipment, and supplies according to established procedures; coordinate purchasing efforts with the Purchasing department.
- Receive shipments of materials; inspect and verify for accuracy of quality, quantity, and type of materials; notify vendors or supervisor of discrepancy or damage.
- Operate a variety of office equipment, such as typewriter, calculator, copiers, computer terminal and other machines as required; enter data in a computer terminal or microcomputer as assigned.
- Provide first aid to ill and injured students as assigned; contact parents, guardians, nurse, or public service agencies in accordance with established guidelines.
- Assure the timely duplication and distribution of a variety of records, reports, and other materials as directed.
- Schedule appointments, conferences, and meetings; maintain various schedules and calendars.
- Perform clerical work such as posting records, making arithmetic compilations, and securing information from clearly indicated sources.
- Sort and distribute incoming U.S. and intra-District mail.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Rules, regulations, policies, and laws related to assigned function or department.
- Modern office practices, procedures, and equipment.

- Operation of standard office machines, including computer terminals.
- Record storage, retrieval, and management systems.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience, and courtesy.
- Basic first aid techniques and procedures.
- Basic math.
- Basic record-keeping techniques.

ABILITY TO:

- Perform a variety of responsible clerical duties involving typing, filing, and maintaining records or reports in support of a school or District function.
- Learn and apply laws, rules, regulations involved in assigned clerical activities.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Type at 40 words per minute from clear copy.
- Operate a variety of office equipment including computer terminal as required by the assignment.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Complete work with many interruptions.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate, or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. And one year of clerical experience including some experience with automated office equipment.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Computer Maintenance Technician	Reports to: Technology Director
Job Class Code: 7525	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 1992

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Perform a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of microcomputers, computers, printers and other peripheral equipment; train District personnel in use of microcomputers and related software operation.

REPRESENTATIVE DUTIES:

- Perform a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of microcomputers, computers, printers and other peripheral equipment; schedule repairs or installations.
- Develop and conduct one-on-one and group training of District personnel in use of microcomputers and related software.
- Inspect, isolate and diagnose system malfunctions and determine appropriate repair procedures; replace defective parts and restore to proper operation of equipment; analyze and resolve general software malfunctions.
- Develop and maintain cable location diagrams for local area networks, device sharing and computer terminals.
- Install microcomputer hardware systems and software, including upgrades and enhancements.
- Perform preventive maintenance on printers including cleaning, lubricating, adjusting mechanical parts and checking cables and connectors as necessary; dust circuit boards and disk drives.
- Install mainframe equipment including terminals, printers and modems; determine appropriate location for installation; install cables and connect devices and test device for proper operation.
- Maintain and repair data terminals and a variety of data communications equipment, including multiplexer equipment, span equipment, modems and interfacing equipment.
- Move equipment to new locations as requested; reroute and install communication cables for new location; test system to assure proper operation.
- Perform component level equipment repair; remove defective components and replace and initiate test procedures according to established procedures; locate and request replacement components.
- Operate multimeters, oscilloscopes, signal injectors, and digital logic probes to test circuiting by signal injection method; operate hand tools, protocol analyzers, floppy disk analyzer, diagnostic software, soldering iron and cable testing equipment.
- Communicate with a variety of departments regarding the repair and installation of computer equipment; communicate with vendors and manufacturers regarding parts, pricing, purchases and product information to find best source of supply.
- Provide assistance, information and technical expertise to faculty, administrators and students regarding the safe and proper operation, care and maintenance of computerized equipment.
- Maintain records of computer and network repairs, materials used, moving and installation activities and work orders; maintain records of maintenance supplies used; maintain an adequate spare parts inventory.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Computerized and electronic equipment including microcomputers, computer terminals, peripherals and other data communication equipment.
- Methods, equipment and tools used in the skilled repair and servicing of computer equipment.

- Electronic and electrical theory and practices.
- Analog and digital communications equipment and maintenance techniques.
- Safety practices and precautions used in working with computer equipment.
- Operation of a variety of testing equipment, hand and power tools and measuring instruments.
- Basic DOS commands and computer operations.
- Technical aspects of the computer field.
- Diagnostic techniques and procedures used in computer and electronics repair.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.

ABILITY TO:

- Perform a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of microcomputers, computers, printers, modems, multiplexers, span equipment and other data communications equipment.
- Install computers and related equipment at District sites.
- Operate electronic measuring instruments, testing equipment and tools in a safe and proper manner.
- Read and interpret schematics and blueprints.
- Read, interpret and implement technical service manuals and schematic diagrams to repair assigned computer and peripheral equipment.
- Plan and lay out installation and repair work including estimating labor and material costs.
- Maintain records related to work performed.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Lift heavy objects.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: two years college-level course work in electronics and two years increasingly responsible experience repairing and servicing computer terminals, microcomputers and data communications equipment.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Computer Specialist | Reports to: District Technology Office
Job Class Code: 7534 | Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule | Approval Date: January 1992

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Install computer hardware and software; train users in functions and operations of computers; provide continuing on-site and telephone support for users.

REPRESENTATIVE DUTIES:

- Provide on-site and telephone support for users of computer hardware and software.
- Install computer hardware systems and software including upgrades and enhancements.
- Conduct training for use of computer hardware and software with individuals, small groups, and classrooms.
- Conduct problem-solving research.
- Coordinate and conduct user group meetings; record and distribute meeting minutes.
- Test new software programs and update existing programs prior to installation.
- Evaluate needs of user departments and recommend hardware and software solutions.
- Maintain password security for authorized access to computers and local area networks.
- Maintain data base files of users and hardware and software inventory.
- Maintain secure backup of master software files; maintain periodic backup of user software and data.
- Maintain standard District-wide master files.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Operation of computers and related peripheral computer equipment.
- Operation of numerous software applications related to District projects and activities.
- Installation of computer hardware, peripherals, and software.
- Proper methods of storing equipment, materials, and supplies.
- Manual instructions, sufficient to enable quick and accurate diagnosis of difficulties.
- Public speaking techniques.
- Oral and written communication skills.

ABILITY TO:

- Install computer hardware and software.
- Plan, develop, and coordinate training programs in the use of computers, scanners, printers, and other peripheral equipment.
- Develop and present training programs for operation of computer hardware and software applications.
- Provide assistance and technical knowledge of various software applications.
- Develop and present training programs.
- Maintain current knowledge of technical advances in the field.
- Establish cna maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Plan and organize work.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D., or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law; supplemented by course work in computers and software applications and three years of computer and software operations and installation experience.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Cook/Baker	Reports to: Director
Job Class Code: 7241	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 10/14/2008

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Prepare, cook, bake, and serve a variety of foods in quantity at an assigned school site; assist in other food preparation duties as directed; maintain facilities in a clean and sanitary condition; train and provide work direction to others.

REPRESENTATIVE DUTIES:

- Prepare and bake rolls, biscuits, breads, cakes, cookies and other baked goods; prepare and combine necessary ingredients.
- Prepare and cook meat dishes, vegetables and other main dishes; prepare salads, sandwiches, fruit, soups, sauces and other foods.
- Assist in determining appropriate quantity of food items for cooking and baking; adjust and extend recipes as needed; maintain food quality standards, including appearance and nutritional requirements.
- Monitor temperatures of food to assure safety and quality standards are met; monitor water temperatures to assure proper temperature for sanitizing,
- Serve food according to HACCP established guidelines and replenish serving containers as needed; serve and sell lunch items to faculty.
- Clean cafeteria equipment, utensils and appliances and store food supplies; assure compliance with kitchen sanitation and safety procedures and regulations; clean refrigerators and storerooms as required.
- Assist in storing unused food and supplies; dispose of unusable leftovers; utilize proper methods of handling foods to be stored. Check in and store inventory as needed.
- Operate a variety of standard kitchen utensils and equipment including slicer, chopper, mixer, steamer, fryer, dishwasher, electric warmer, range, oven, pressure cooker, cash register, dishwasher and other cafeteria equipment as required.
- Train and provide work direction to others.
- Record amounts of food sold and monies collected as assigned; assist with inventory and maintain routine records as directed; prepare records of foods cooked and foods left over.
- Prepare and bake food for special events as needed; assist at banquets or special events as required.
- Assist in other food service areas as needed; collect money and make correct change.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Principles and methods of quantity food service preparation, serving, and storage.
- HACCP sanitation and safety practices related to handling, cooking, baking, and serving food.
- Methods of preparing and serving food in large quantities.
- Methods of adjusting and extending recipes and proper substitutions.
- Proper methods of storing equipment, utensils, and measurements.
- Health and safety regulations.
- Basic record-keeping techniques.
- Basic math and cashiering skills.

ABILITY TO:

- Prepare, cook, bake, and serve a variety of foods in quantity at an assigned food service facility.
- Prepare and serve food in accordance with health and sanitation regulations.
- Operate and maintain standard machines and equipment found in school cafeterias and kitchens.

- Prepare attractive, appetizing, and nutritious meals for students and staff.
- Lift, bend, reach, and stand.
- Follow, adjust, and extend recipes.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Lift heavy objects.
- Maintain routine records.
- Meet schedules and timelines.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Observe health and safety regulations.
- Train and provide work direction to others.
- Make change accurately.
- Read and write at a level required for successful job performance.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate, or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. One year experience in cooking and baking food in large quantities and/or prefer experience in school food service area.

LICENSES AND OTHER REQUIREMENTS: Must complete training course for certification of beginning school food personnel as prescribed in 702 KAR 6:045.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Custodial Supervisor	Reports to: Principal
Job Class Code: 7605	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 1992

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Supervise, organize and participate in custodial services; supervise and evaluate assigned custodial personnel.

REPRESENTATIVE DUTIES:

- Schedule, organize, supervise and participate in a variety of custodial services.
- Train, supervise and evaluate the performance of assigned staff and student assistants; train custodial personnel in the proper techniques of custodial duties; assign and review work and participate in custodial and routine maintenance activities as needed.
- Develop and prepare work schedules and assignments; coordinate duties and assignments to assure effective operations.
- Determine, recommend and requisition needed custodial supplies and equipment; communicate with vendors and other outside organizations to coordinate activities and obtain assistance.
- Prepare and maintain a variety of records and reports including employee timesheets, inventory levels, facilities status and work performed.
- Respond to requests from District personnel and faculty to assist with a variety of emergency or special custodial and clean-up duties.
- Supervise and participate in the cleaning and care of classrooms, restrooms, offices, showers, shops and related facilities in a clean, safe and orderly manner; clean and service custodial equipment as required.
- Assure compliance with local laws and procedures regarding the storage and disposal of trash, rubbish and waste.
- Coordinate and participate as needed in sweeping, scrubbing, mopping and waxing floors; vacuum and shampoo rugs and carpets in classrooms, offices, workshops and other work areas; wash windows, chalkboards and walls; dust and clean furniture and facilities; assist with snow removal as needed.
- Perform minor non-technical repairs and adjustments to buildings, equipment and fixtures; report repair and maintenance needs and assist maintenance personnel in making repairs as required.
- Report unauthorized or suspicious individuals on campus to appropriate personnel; turn lights on and off; unlock and lock doors and gates; report sanitation and safety issues and hazards.
- Supervise project crews during summer months for special cleaning assignments.
- Operate a vehicle to conduct work as needed; operate a variety of equipment, machines and tools related to custodial work.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Developing schedules and planning adequate staffing levels for proper and efficient custodial operations.
- District custodial quality standards, methods, supplies and equipment.
- Basic inventory methods and practices.
- Record-keeping techniques.
- Proper methods, materials, supplies, tools and equipment used in custodial work.
- Policies and objectives of assigned program and activities.
- Requirements of maintaining buildings and facilities in a safe, clean and orderly condition.
- Modern cleaning methods including basic methods of cleaning and preserving floors, chalk boards, carpets, furniture, walls and fixtures.

- Proper methods of mixing, applying and disposing of chemical solutions and products.
- Appropriate safety precautions and procedures.
- Proper lifting techniques.

ABILITY TO:

- Train, supervise and evaluate personnel.
- Plan, organize and coordinate custodial services.
- Determine appropriate action within clearly defined guidelines.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Prioritize and schedule work.
- Maintain records and prepare reports.
- Assure compliance with local laws and procedures.
- Work independently with little direction.
- Use cleaning supplies, materials, equipment and methods according to established standards.
- Maintain classrooms, offices and other school facilities in a clean, safe and secure condition.
- Maintain assigned tools and equipment in a clean and proper working condition and provide proper security.
- Perform minor, non-technical repairs.
- Observe and report safety hazards and need for maintenance and repair.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively with others.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years custodial experience.

LICENSES AND OTHER REQUIREMENTS: Valid Kentucky Driver's License

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Custodian	Reports to: Principal
Job Class Code: 7609	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 1992

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Perform routine custodial activities at an assigned school site or facility to maintain buildings, locker rooms, and adjacent grounds areas in a clean, orderly, and secure condition.

REPRESENTATIVE DUTIES:

- Perform routine custodial activities at assigned District school site; sweep, scrub, mop, wax, and polish floors and vacuum rugs and carpets in classrooms, officers, workshops, and other assigned work areas; spot clean and shampoo carpets; glue and perform carpet stretching and repairs as needed.
- Clean classrooms, restrooms, showers, locker rooms, shops, cafeteria, offices and related facilities as assigned. Sweep, mop, and clean gymnasium floor as assigned; spot mop spills and remove gum and debris; monitor gym events to assure orderly behavior and to protect the building from damage; clean tables; chairs and floors after lunch periods as assigned.
- Clean and disinfect drinking fountains, sinks, toilets, showers, and urinals; clean mirrors, tile, and windows.
- Report safety, sanitary, and fire hazards to appropriate authority; report and recommend need for maintenance repairs to appropriate authority; maintain security of buildings; report suspicious or unauthorized individuals on campus; report infractions or rules to supervisor.
- Wash windows and walls; clean chalkboards, trays, and erasers and empty pencil sharpeners; assemble, move, and arrange furniture, supplies, and equipment in preparing classrooms and multi-purpose rooms for special events or meetings.
- Clean venetian blinds, dust and polish furniture and woodwork, and make minor, non-technical repairs as needed.
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; turn alarm system off in the morning and on in the evenings as directed.
- Order supplies according to established guidelines and procedures.
- Pick up and rake paper, trash, and debris around school grounds and in buildings; sweep and clean walkways and entrances; dispose of trash according to established procedures; wash out trash cans and follow established sanitation procedures and standards.
- Pack, unpack, load, receive, and store books, supplies, materials, and other items.
- Operate cleaning equipment such as vacuums, floor stripper, cleaning buffer and polisher, carpet shampooer, scrubbers, high-pressure sprayer, manual and power sweepers, and power blower as assigned.
- Shovel, plow, and sand steps as directed.
- Respond to emergency cleanups such as spills; maintain records of observed maintenance repairs needed and safety issues.
- Participate in major summer cleaning projects as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Basic methods, materials, tools and equipment used in custodial work and routine maintenance.
- Proper methods of storing equipment, materials, and supplies.
- Proper lifting techniques.

ABILITY TO:

- Perform routine custodial activities at an assigned school site or facility to maintain buildings, locker rooms, and adjacent grounds areas in a clean, orderly, and secure condition.
- Use cleaning materials, equipment, and methods according to pre-determined standards.
- Learn and apply knowledge of the schedules, procedures, and use of equipment and supplies used in custodial work.
- Learn appropriate safety precautions and procedures.
- Maintain tools and equipment signed in clean working order and provide proper security.
- Perform minor non-technical repairs.
- Perform heavy physical labor.
- Understand and follow oral and written directions.
- Meet schedules and timelines.
- Communicate effectively with others.
- Inspect and assure the security of facilities during the assigned shift.
- Communicate effectively both orally and in writing.
- Walk, bend, lift, push, and stand for extended periods of time.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D Certificate, or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Daycare Director	Reports to: Preschool Director
Job Class Code: 7324	Work Schedule: 190 Days
Pay Scale: See Salary Schedule	Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION:

Plan, implement and administer a Child Development Center operations and activities to meet the established requirements of the District and the Kentucky Day Care Licensure Board.

REPRESENTATIVE DUTIES:

- Supervise the total operations and maintenance of a Child Development Center.
- Plan, organize and establish the type of physical facility necessary to meet licensure requirements.
- Implement Center programs and assist in curriculum development.
- Supervise, monitor and evaluate performance of center staff.
- Develop and implement procedures for recording progress of infants and for reporting progress to parents to include organizing parent meetings and informing parents of Center policies and events.
- Prepare regular reports of center activities, special events and progress toward goals as required.
- Prepare, submit and maintain Center budgets.
- Oversee the Center's special programs such as a food program including maintenance of inventory to maximize efficient and effective operation.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Current concepts used in Early Childhood Development.
- Subject matter and curriculum planning for a child development program.
- Basic child psychology and principles and theories of child growth and development.
- Principles and theories of parent-child relationships.
- Policies, procedures and philosophy of a child development center.
- Principles of supervision and training.
- Health and safety requirements of children.
- Appropriate safety precautions and procedures.
- Methods of observing, evaluating and recording child behavior.
- Budget preparation and control.
- Equipment, materials and supplies used in a preschool children's center.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Plan and direct the activities of the Child Development Center.
- Plan, develop, organize and evaluate learning programs and experiences for the development of infants, toddlers and children in a learning lab environment.
- Explain principles, theories and practical application of growth and development of children.
- Develop and revise instructional materials appropriate for assigned age levels.
- Purchase, inventory, store and maintain supplies and equipment for the Center.
- Develop and maintain effective relationships with employees, preschool children, students and parents.
- Provide work direction and guidance to Center employees, volunteers and students.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Complete work with many interruptions.
- Maintain current knowledge of technological advances in the field.

- Maintain a healthy and safe learning environment.
- Apply appropriate first aid.
- Apply and explain policies, procedures, rules and regulations.
- Establish and maintain cooperative and effective working relationships with others, including a variety of ages and cultures.
- Lift heavy objects.
- Plan and organize work.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Education: Any combination equivalent to: Child Development Associate or Associate of Arts with emphasis in child development and two years satisfactory full-time experience in working with young children in a group setting and two years of experience in supervision and training of a day care center staff.

Licenses and Other Requirements: Certification in Pediatric First Aid, CPR and six hours of State approved childcare training annually.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Director of Facilities Management	Reports to: Superintendent
Job Class Code: 0120	Work Schedule: 235 days
Pay Scale: See Salary Schedule	Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: The Director of Facilities Management (DOFM) shall be responsible for the proper maintenance of all buildings and grounds for Mercer County Schools. The tasks include overseeing the facilities operations, managing facilities budgets, directing routine maintenance, responding to emergencies, risk management, managing contractors, and conducting site inspections. The (DOFM) supervises physical operations including building and grounds, utilities, energy management systems and safety/security systems in order to provide a safe, healthy and comfortable environment for students, faculty and staff.

REPRESENTATIVE DUTIES:

The specific duties and responsibilities of the Director of Facilities Management shall be to:

- Uses independent judgment in significant matters when coordinating and planning for inspections, recommend repairs and improvements for the district's facilities and grounds;
- Supervise the alterations of district facilities and be the point of contact for any new construction;
- Represent the district in day-to-day contacts with contractors, architects and engineers in connection with facility renovations or new projects;
- Interface and coordinate activities with local government agencies as pertaining to facilities and properties;
- Assist in the negotiation and administration of leases of district facilities and facilities used by the school district;
- Plan and direct the building services, building maintenance and grounds maintenance;
- Administer the school district's energy plan;
- Develop and administer the school district's snow removal plan and mowing plan;
- Uses independent judgment in significant matters when coordinating emergency procedures affecting building and grounds including cold weather temperature control and snow removal;
- Exercises discretion when making recommendations concerning the appointment, retention, promotion and assignment of all Facilities Department personnel;
- Develop and administer a preventative maintenance program for HVAC equipment, playground equipment and other equipment as needed;
- Coordinate and implement a staffing plan for the Facilities Department that includes training;
- Develop and administer a building and grounds use program that makes the district facilities available to the area residents and athletic groups;
- Uses independent judgment in significant matters when working with principals to coordinate the short-term and long-range facility improvement plans;
- Assists principals in the management and evaluation of the facility;
- Conducts regular building inspections for safety, cleaning standards and procedure compliance, coordinates inspections by insurance companies, fire and police departments, and health department;
- Completes District compliance trainings as required;

- Develop and coordinate bids, RFP's and other purchasing projects or initiatives;
- Responsible for asbestos management plan, pest management plan, and district safety plan.
- Perform other related duties, as assigned, ensuring an efficient and effective work environment as directed by the Superintendent.

KNOWLEDGE OF:

- Effective leadership skills;
- Experience analyzing problems and developing action plans;
- Must have positive interpersonal skills to work professionally with staff and have experience establishing effective and collaborative relationships with community members and other agencies;
- Must have excellent technical competencies in a variety of areas including use of technology, mathematics skills, writing and editing, organization, problem-solving, multitasking, and statistical record keeping;
- Knowledge of district organization, operations, policies and objectives;
- Knowledge of building construction practices and laws governing the construction and repair of public buildings.

ABILITY TO:

- Perform a variety of responsible duties related to the supervision of maintenance operations and activities;
- Plan, organize, schedule, assign and review maintenance work;
- Train, supervise and evaluate personnel.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Master's Degree, three years teaching experience, and at least three years administrative experience or ten years equivalent experience supervising facilities and maintenance or related.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky Certification for Principal or Degree in Facilities Maintenance.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Director of Finance II	Reports to: Superintendent
Job Class Code: 7185	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 9/2001

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Plan, organize, coordinate and control a large group of functional units with management and professional-level subordinates involving highly complex financial activities.

DISTINGUISHING CHARACTERISTICS: The Director of Finance series applies to a management position that typically report to an Assistant or Deputy Superintendent or directly to the Superintendent. The levels are distinguished in terms of the relative size (number and level of employees), complexity (diversity and problem solving), educational background (expertise) and accountability (freedom to act) of the assigned duties and functions.

REPRESENTATIVE DUTIES:

- Plan, organize, coordinate and control a large group of functional units with management and professional-level subordinates involving highly complex activities with substantial direct financial impact.
- Coordinate activities with other District departments; participate in management meetings to discuss District-wide issues.
- Meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.
- Assure internal controls are established, maintained and documented in compliance with organizational directives.
- Participate in internal and external organizations, boards and committees as requested and authorized by appropriate management directives and specific authorities.
- Oversee the maintenance of District-wide financial records and programs
- Oversee the preparation of various financial statements and their dissemination.
- Prepare financial analysis of revenues and expenditures and compare to other school districts in and out of state as assigned.
- Coordinate the on-going budget operations including planning, compiling, analyzing, preparing and monitoring the General and Federal Fund budget process.
- Review, analyze and evaluate budgetary process, assuring compliance with generally accepted budgeting principles, standards and procedures.
- Review the cost effectiveness of existing programs and the costing of new programs prior to Board approval.
- Coordinate staff training.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Practices, policies and procedures relating to sound financial management, including, but not limited to: budget preparation and control, generally accepted budgeting, accounting and auditing, principles, standards and procedures.
- Oral and written communication skills.
- Research methods and report writing techniques
- Laws, rules and regulations related to financial management.
- Computer applications and MUNIS
- Interpersonal skills using tact, patience and courtesy.
- Personnel requirements of the District.

ABILITY TO:

- Plan, organize, coordinate and control a large group of functional units with management and professional-level subordinates involving highly complex activities.
- Prepare, communicate and deliver presentations both orally and in writing.
- Coordinate and monitor the financial system of the District.
- Interpret and explain financial reports, statutory and regulatory requirements, and all Board financial policies.
- Perform professional and technical budgetary, statistical and accounting functions.
- Maintain current knowledge of technological advances in the field.
- Prioritize and schedule work.
- Train, supervise and evaluate personnel.
- Use financial computers programs efficiently.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: A degree in accounting, business administration, or public administration and three years professional experience in a business office setting with at least two years experience in a supervisory capacity. Years of experience in a business office setting about three (3) years with supervisory experience will offset a degree on a year-by-year basis.

LICENSES AND OTHER REQUIREMENTS: Forty-two (42) hours of continuing education classes every two years that have been approved by the Kentucky Department of Education.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Driver	Reports to: Director of Transportation
Job Class Code: 7940	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 6/4/2024

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Operate a school vehicle over designated routes in accordance with time schedules, picking up and discharging students; provide safe and efficient transportation for District students to and from school, special events and field trips; perform daily inspections and operator maintenance of vehicle; assist in the loading and unloading of all students as necessary.

REPRESENTATIVE DUTIES:

- Drive a school vehicle over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation in the State following specified schedules; transport students to and from school, special events and field trips.
- Pick up and discharge students, under varying weather conditions, at established bus stops; report incidents which affect the safety of students.
- Maintain vehicle in a safe operating condition through prescribed daily vehicle inspections and driver maintenance including cleaning windows, mirrors and vehicle interior; check and maintain fuel, oil and water levels; check brakes, brake lights and doors; report mechanical defects and malfunctions to appropriate personnel.
- Maintain order and discipline among students in vehicle following District policies and procedures regarding disciplining of students and contact with school officials, parents and the public; interact with parents regarding questions, concerns and disputes.
- Perform emergency evacuation drills as required by Kentucky Administration Regulations.
- Transport children with special needs to and from designated locations; lift and secure wheelchairs; assist in the loading and unloading of children with special needs as necessary.
- Observe applicable local, State and federal policies, procedures and guidelines.
- Fuel and clean exterior and interior of vehicle including picking up debris, sweeping and mopping floor, wiping upholstery and cleaning headlights.
- Maintain records concerning vehicle maintenance, miles driven and number of children transported and other related matters; prepare student conduct, incident and accident reports.
- Attend safety and preventive emergency meetings when required.
- Utilize two-way radio for bus to bus and bus to base communication.
- Perform first aid according to established guidelines and procedures.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Safe driving practices.
- Provisions of the State Motor Vehicle code and Kentucky Administration Regulations applicable to the operation of vehicles transporting students.
- First aid practices.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Operate a school vehicle over designated routes in accordance with time schedules, picking up and discharging students.

- Maintain order and discipline among students while driving a school vehicle.
- Maintain assigned vehicle in a clean and safe operating condition.
- Recognize equipment malfunctions and take appropriate action.
- Learn designated routes including stops and traffic hazards.
- Maintain routine records.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Learn, apply and explain rules, regulations, policies and procedures.
- Observe legal and defensive driving practices.
- Assist in loading and unloading special needs children as necessary.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year experience in the operation of a motor vehicle.

LICENSES AND OTHER REQUIREMENTS: Valid Kentucky Driver's License. Must pass driving record check.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Family Resource Center Coordinator I | Reports to: Principal
Job Class Code: 7493 | Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule | Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Plan, organize, implement and coordinate a project, program or activity having limited overall impact on the District and requiring limited variety of standard practices and procedures; contact outside the unit are limited to routine matters; require routine supervision.

REPRESENTATIVE DUTIES:

- Plan, organize, implement and coordinate a project, program or activity and evaluate staff as assigned involved in activities having limited overall impact on the District.
- Develop, establish or administer project, program or activity.
- Serve as liaison with other units, departments or outside agencies as required.
- Make recommendations regarding implementation of project, program or activity and evaluate effectiveness as assigned.
- Maintain communication and work closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.
- Prepare and assist in preparation of reports, records and other documentation as required.
- Accumulate and research data, documents and other pertinent information as required.
- Assure compliance with federal, State and District policy, administrative procedures and negotiated agreements as applicable to assignment.
- Prepare, deliver or assist with training opportunities as appropriate.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Subject matter in area of assignment.
- Short and long-range planning techniques applicable to area of specialty.
- In-service materials, subject matter and methods in area of specialty.
- Record-keeping techniques.
- Oral and written communication skills.
- Public speaking techniques.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Principles of training and providing work direction.
- Technical aspects of field of specialty.
- Provide leadership to an activity having limited overall impact on the District requiring limited variety of standard practices and procedures, limited outside contacts while requiring routine supervision.
- Provide technical assistance to District and school personnel in area of proper specialty.

- Oversee the work of committees and task forces.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Prioritize and schedule work.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: High school graduate, G.E.D., Associates degree or equivalent supplemented by three years of related work experience. Additional education will substitute for the required experience on a year-to-year basis.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Family Resource Center Coordinator II
Reports to: Supervisor
Job Class Code: 7492
Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule
Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Plan, organize, implement and coordinate a project, program or activity having moderate impact on the District occasionally affecting more than one unit or department; requires adaptation and interpretation of standard practices and procedures; contacts outside the unit require exercise of judgment to obtain approval.

REPRESENTATIVE DUTIES:

- Plan, organize, implement and coordinate a project, program or activity and evaluate staff as assigned involved in activities having moderate impact on the District affecting more than one unit or department.
- Develop, establish or administer project, program or activity.
- Serve as liaison with other units, departments or outside agencies as required.
- Make recommendations regarding implementation of project, program or activity and evaluate effectiveness as assigned.
- Maintain communication and work closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.
- Prepare and assist in preparation of reports, records and other documentation as required.
- Accumulate and research data, documents and other pertinent information as required.
- Assure compliance with federal, State and District policy, administrative procedures and negotiated agreements as applicable to assignment.
- Prepare, deliver or assist with training opportunities as appropriate.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Subject matter in area of assignment.
- Short and long-range planning techniques applicable to area of specialty.
- In-service materials, subject matter and methods in area of specialty.
- Record-keeping techniques.
- Oral and written communication skills.
- Public speaking techniques.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Principles of training and providing work direction.
- Technical aspects of field of specialty.
- Provide leadership to an activity having moderate impact on the District occasionally affecting more than one unit or department, requiring adaptation of standard practices, with limited outside contact while working under general supervision.

- Provide technical assistance to District and school personnel in area of proper specialty.
- Oversee the work of committees and task forces.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Prioritize and schedule work.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: bachelor's degree and four years successful experience in area of assignment.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Food Service Director	Reports to: Superintendent
Job Class Code: 7466	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 6/1999

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Oversee the functioning of a small districtwide food service program, ensure cost effectiveness and compliance with district, state and federal requirements regarding nutrition, sanitation, safety, and record-keeping; select, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

- Oversee a districtwide food service program; analyze effectiveness, assure compliance with district, state and federal laws, regulations and safety and sanitation procedures.
- Plans the master menu(s), assuring compliance with regulations and requirements; assure nutrition and dietary balance.
- Select food service employees; assign, schedule and evaluate food service personnel; determine reassignments, discipline or termination as appropriate.
- Oversee the preparation of the food service program operating budget; control and limit expenditures; analyze financial and operating statements.
- Conduct training of cafeteria managers to develop work schedules and production standards, prepare quality meals and understand and use record-keeping and ordering systems in accordance with district policy; instruct, train and assist employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.
- Consult with school principals, other administrators, parents and cafeteria managers to establish or revise operational policies; resolve problems involving food standards, labor costs and proper use of equipment and serving schedule; confer with fiscal services, purchasing, warehouse, maintenance and operations and personnel department representatives to coordinate functions with food service operations.
- Supervise and participate in food preparation and distribution to students and staff; plan for catered events such as meetings, activities and parties; plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.
- Prepare a variety of food service records and reports; review time sheets, financial statements, operating reports, inventory, and cost control records.
- Prepare specifications for the purchase of food supplies and equipment; review bids, make purchases, and recommendations as appropriate.
- Conduct employee meetings to discuss and explain operating policies; plan and direct in-service workshops and training programs for food service personnel.
- Plan, schedule, and coordinate special events that utilize cafeteria facilities; compute costs of labor, supplies, and food; assign personnel and other foodstuffs.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Meal production planning and scheduling.
- Applicable district, state and federal laws, rules and regulations related to food service.
- Quantity food merchandising.
- Nutrition, sanitation and operation regulations and requirements.
- Practices and procedures used in ordering, receiving, storing and inventorying food and supplies.
- Budget preparation and control.
- District organization, operations, policies and objectives.

- Record-keeping techniques.
- Principles and practices of supervision and training.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices.

ABILITY TO:

- Plan, coordinate and manage a district food service program.
- Assure compliance with district, state and federal requirements relating to food service.
- Plan and supervise master menu planning.
- Train others in the preparation and serving of food in large quantities.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Schedule, supervise and evaluate staff.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedule and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer as required.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work independently with little direction.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduate of a college or university with at least an associate's degree in either Food Service Management, Food Service Administration, Nutrition Care Management, Culinary Arts, Business Administration, or Business Management, including at least 12 semester hours of course work in nutrition, quantity food preparation, facilities management, computer literacy, and institutional management, or an associate's degree in one of the above-mentioned areas and three years of experience as a school cafeteria manager or manager of a commercial, military, or residential food service establishment.

LICENSES AND OTHER REQUIREMENTS: Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Food Service Manager	Reports to: Food Service Director
Job Class Code: 7212	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 10/14/2008

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Manage and coordinate the day-to-day food service operations of an assigned school site; assure compliance with District, State and Federal requirements and laws regarding nutrition, sanitation, safety and record-keeping; select, assign, schedule, supervise, direct and evaluate assigned food service personnel.

REPRESENTATIVE DUTIES:

- Manage, coordinate and oversee the day-to-day food service operations at an assigned school site; analyze effectiveness, assure compliance with District, State and federal laws, regulations and safety and sanitation procedures.
- Prepare menus, assuring compliance with regulations and requirements; estimate and order amount of food and supplies needed; monitor and control expenditures; maintain assigned budget.
- Select food service employees; direct, assign, schedule and evaluate food service personnel; conduct training sessions for new employees.
- Inspect lunchroom and kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations.
- Plan work schedules and coordinate daily work for efficient use of labor; receive calls from employees and call substitutes as necessary.
- Train and assist employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.
- Maintain, prepare and review a variety of menu production records, inventories, logs and reports; accumulate data and input information into a computer as appropriate and file documents as necessary.
- Supervise and participate in food preparation and distribution to District students and staff; plan for catered events such as meetings, activities and parties; plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.
- Communicate with students, staff, faculty, and outside organizations to exchange information, receive suggestions, and resolve issues related to food service.
- Participate in, schedule and attend in-service meetings and workshops.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Commodity ordering and delivery of procedures of USDA items.
- Meal production planning and scheduling.
- Applicable District, federal and State laws, rules and regulations related to food service.
- Quantity food preparation and food merchandising.
- Nutrition, sanitation and operation regulations and requirements.
- Use and care of institutional equipment and utensils.
- Procedures used in ordering, receiving, storing and inventorying food and supplies.
- Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
- Budget preparation and control.
- Record-keeping techniques.
- Principles and practices of supervision and training.
- Oral and written communications skills.

- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices.

ABILITY TO:

- Manage and coordinate the day-to-day food service operation at an assigned school site.
- Assure compliance with District, State and federal requirements.
- Plan well-balanced, nutritional and appetizing menus within a fixed budget.
- Train others in the preparation and serving of food in large quantities.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Schedule, supervise and evaluate staff.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Operate a computer terminal as required.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Develop forms and appropriate action plans as relevant.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate OR demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and prefer three years experience in food service operations, and/or supervisory experience.

LICENSES AND OTHER REQUIREMENTS: Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: FRYSC Clerk	Reports to: Director
Job Class Code: 7784	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Perform a variety of clerical duties involving filing and maintaining records or reports in support of a school or District function.

REPRESENTATIVE DUTIES:

- Operate various office equipment to perform duties, such as a copy machine.
- Prepare letters, memoranda, bulletins, reports, schedules, lists, forms or other materials as assigned.
- Perform other clerical duties for the assigned supervisor and other staff members as directed.
- Maintain a variety of logs, records, and files related to assigned office.
- Distribute various forms and provide information and assistance to students, parents, the public, and staff regarding their completion in an accurate and timely manner.
- Answer telephones; take and relay messages; greet students and the public and provide routine information; direct inquiries to the appropriate person or office; make phone calls to request, provide, or verify information as directed.
- Assure the timely duplication and distribution of a variety of records, reports, and other materials.
- Schedule appointments and meetings; maintain various schedules and calendars.
- Sort and distribute incoming U.S. and intra-District mail.

KNOWLEDGE OF:

- Modern office practices, procedures, and equipment,
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Perform a variety of clerical duties involving filing and maintaining records or reports in support of a school or District function.
- Understand and follow oral and written directions.
- Operate office equipment.
- Meet schedules and timelines.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Complete work with many interruptions.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. FRYSC clerk is a year-to-year contract based on funding availability and funded with FRYSC state funding.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Grounds Maintenance Worker I	Reports to: Maintenance Director
Job Class Code: 7448	Work Schedule: See Salary Schdule
Pay Scale: See Salary Schedule	Approval Date: 2/17/2022

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Perform skilled grounds maintenance to include, but not limited to, mowing, trimming, landscaping, mulching, painting, pressure washing, snow removal, salting, grounds repair and basic maintenance.

The hours and days for this position will be variable, and may not be a set schedule. The schedule will depend on the time of year and job responsibilities that must be completed at that particular time. Mowing and trimming may need to be completed when school is not in session, during evenings and weekends. The Maintenance Director will be responsible for directing the work schedule for this position.

REPRESENTATIVE DUTIES:

- Perform a variety of grounds maintenance and repair work independently as instructed or assist other skilled trade personnel to maintain school buildings, facilities and grounds in proper condition.
- Maintain grounds, facilities and equipment including mowing, trimming, landscaping, mulching, painting, pressure washing, snow removal, salting.
- Repair, assemble, install and assist in the construction of doors, partitions, furniture, counters, bulletin boards, chalk boards, shelving and other items; set up for special events; move furniture.
- Prepare surfaces for painting; apply finishes and coverings using brushes, rollers, spray equipment and cutters as necessary.
- Maintain routine records related to maintenance activities.
- Operate a variety of equipment and machines such as trucks, saws, drills, sanders, welding equipment and other hand and power tools.
- Operate lawn equipment such as tractors, mowers, weed eaters, blowers, chain saws, etc.
- Responsible for the upkeep of grounds equipment to ensure safety and reliability.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years general maintenance experience, including experience with tractors, riding mowers and push mowers.

LICENSES AND OTHER REQUIREMENTS: A Valid Kentucky Driver's License

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Health Services Assistant	Reports to: Nurse Practitioner/Principal
Job Class Code: 7273	Work Schedule: As needed
Pay Scale: See Salary Schedule	Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Administer basic first aid and screen ill or injured students in accordance with State laws and District regulations; assist with health testing programs; prepare and maintain a variety of records, files, and reports.

REPRESENTATIVE DUTIES:

- Participate in all school nurse trainings, diabetic training, and medication administration training**.**
- Perform basic first aid procedures and screen ill or injured children/staff according to established procedures; utilize a variety of health products and supplies in caring for injuries and health needs.
- Administer first aid in emergency situations and notify nurse, administrator, parents or others as needed.
- Schedule students for and assist with vision, hearing, scoliosis and dental screenings; schedule follow-up appointments if further testing is required.
- Prepare, maintain and type a variety of health-related records and files including student health records, emergency medical records, accident reports and health and disability reports; prepare correspondence, forms, notices and referrals; maintain files and duplicate material as needed.
- Maintain the health office in a clean, orderly and safe condition; assist in maintaining inventory and order first aid supplies as necessary.
- Attend meetings and assist other school personnel as required.
- Operate standard office equipment as required.
- Perform related duties as assigned.
- If certified as a CPR instructor, may teach CPR and first aid to staff members.
- Be familiar with nursing offices and schedules throughout the district to fill in as non-licensed school personnel if the nurse is absent or needs to do student screenings.

KNOWLEDGE OF:

- Basic First Aid and age-appropriate CPR techniques.
- Health and safety regulations.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy.
- Modern Medical terminology, equipment, and techniques.

ABILITY TO:

- Administer first aid to ill or injured students.
- Establish and maintain files, records, reports and referrals.
- Work cooperatively with others.
- Understand and follow oral and written directions.
- Meet schedules and timelines.
- Plan and organize work.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Read, explain and follow rules, regulations, policies, and procedures.
- Learn and apply appropriate care and procedures related to ill or injured students.

- Perform clerical duties such as filing, duplications, typing and maintaining records.
- Operate standard office equipment as required.
- Complete work with many interruptions.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: High school Diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G. E.D. as required by Kentucky law and one year clerical or office experience.

LICENSES AND OTHER REQUIREMENTS: Valid First Aid and CPR Certificate issued by an authorized agency. CPR certification as instructor.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Human Resources Director	Reports to: Superintendent
Job Class Code: 7655	Work Schedule: See Salary Schedule
Pay Scale: 7655 Salary Schedule	Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION:

- Organize, plan, direct and implement the District's Human Resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits and employee assistance; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

- Organize, plan, direct and implement the District's Human Resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits and employee assistance; direct and supervise District Personnel Services, business affairs and employee relations programs.
- Develop and recommend Human Resources policies and objectives for the District; develop recruiting and placement practices and procedures.
- Determine and recommend employee relations and contract administration practices to establish positive employer-employee relationships and to promote a high level of employee morale.
- Develop, process and implement job design, job evaluation and performance appraisal programs.
- Assure compliance with wage and hour policies, compensation schedules and procedures and other policies related to human resources.
- Administer and oversee the District's employee benefits programs and services, employee assistance programs and pre-employment physical screening activities.
- Provide in-service management training programs for employees; design training programs to meet District-wide Human Resources programs policies and procedures; assure responsibilities and accountabilities are understood and assure coordination of activities within the Division are accomplished.
- Supervise and evaluate the performance of assigned personnel.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Job analysis techniques.
- Classification and compensation methodologies.
- Oral and written communication skills.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Basic public speaking techniques.
- Principles and practices of supervision and training.
- Employee benefits and assistance programs.
- Organize, plan, direct and implement the District's Human Resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits and employee assistance.
- Supervise and evaluate the performance of assigned personnel.
- Explain and apply rules, regulations, policies and procedures related to classified and/or certificated personnel.
- Provide technical information and assistance to others concerning employment policies and personnel

transactions.

- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Determine appropriate action within clearly defined guidelines.

MINIMUM QUALIFICATIONS

Any combination equivalent to: bachelor's degree in personnel, business administration or related field and five years increasingly responsible experience in human resources, personnel or employee relations; or associate's degree in a related field with seven years increasingly responsible experience in human resources, personnel or employee relations.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Instructional Assistant I	Reports to: Principal
Job Class Code: 7320	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 9/17/2009

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Assist a certificated teacher in providing instruction to individual or small groups; monitors and report student progress.

DISTINGUISHING CHARACTERISTICS: Instructional Assistant I incumbents assist a certificated teacher by performing a variety of support functions in a regular classroom setting. Instructional Assistant II incumbents work within a complex program typically requiring additional skills and characterized by increased independence of action.

REPRESENTATIVE DUTIES:

- Tutor individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress.
- Participate as a member of an instructional team including remediation teams.
- Prepare and organize lessons as directed by the teacher; administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students.
- Assist in administering diagnostic and other tests; score and record test information.
- Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior; check and assist students with lab work as necessary.
- Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
- Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
- Assist in overseeing students while in labs; provide for supplies inventory as necessary.
- Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
- Confer, as needed, with teachers concerning programs and materials to meet student needs.
- Contact parents of students who are absent; make home visits as necessary.
- Assure the health and safety of students by following health and safety practices and regulations.
- Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned; assist in emergency drills, assemblies, play periods and field trips.
- Participate in meetings and in-service training programs as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
- Safe practices in classroom and playground activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

ABILITY TO:

- Learn child guidance principles and practices.
- Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.
- Perform routine clerical duties in support of classroom activities.
- Print and write legibly.

- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Communicate effectively both orally and in writing.
- Learn to apply and explain policies and procedures related to school and program activities.
- Work cooperatively with others.
- Monitor, observe and report students behavior according to approved policies and procedures.
- Operate instructional and office equipment.
- Provide health services as needed and as dictated by student population for which training and authorization have been provided.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Must pass the Paraeducator Assessment in accordance with State Regulations or have completed 64 college credit hours.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Instructional Assistant II	Reports to: Principal
Job Class Code: 7318	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 9/17/2009

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Assist a certificated teacher in providing instruction to individual or small groups typically in programs with exceptional children or equivalent programs; monitor and report student progress.

DISTINGUISHING CHARACTERISTICS: Instructional Assistant II incumbents work within a complex program typically requiring additional skills and characterized by increased independence of action. Instructional Assistant I incumbents assist a certificated teacher by performing a variety of support functions in a regular classroom setting.

REPRESENTATIVE DUTIES:

- Tutor individuals or small groups of students typically with a disability or handicap, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress.
- Participate as a member of an instructional team including remediation teams; develop appropriate relationships with parents and team members; serve as a resource person to the student personnel evaluation team.
- Transport students to and from activities and assist in preparation for treatment as required.
- Prepare and organize lessons as directed by the teacher; administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students.
- Assist in administering diagnostic and other tests; score and record test information; read, understand and assist in implementing, recording and monitoring student's IEP.
- Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior; check and assist students with lab work as necessary.
- Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
- Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
- Assist in overseeing students while in labs or other activities; provide for supplies inventory as necessary.
- Assist students in such physical tasks as putting on and taking off of outer wear, moving from room to room, using the lavatory and others; assist students in getting on and off the bus.
- Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
- Confer, as needed, with teachers concerning programs and materials to meet student needs.
- Contact parents of students who are absent; make home visits as necessary.
- Assure the health and safety of students by following health and safety practices and regulations.
- Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned; assist in emergency drills, assemblies, play periods and field trips.
- Participate in meetings and in-service training programs as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
- Safe practices in classroom and playground activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

ABILITY TO:

- Learn child guidance principles and practices.
- Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.
- Perform routine and clerical duties in support of classroom activities.
- Print and write legibly.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Communicate effectively both orally and in writing.
- Learn to apply and explain policies and procedures related to school and program activities.
- Work cooperatively with others.
- Monitor, observe and report students behavior according to approved policies and procedures.
- Operate instructional and office equipment.
- Provide health services as needed and as dictated by student population for which training and authorization have been provided.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Must have completed a 4-year college degree.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Instructional Monitor II – MSD/EBD
Reports to: Principal
Job Class Code: 7319
Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule
Approval Date: 12/13/2022

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Assist certified teachers in implementing instructional practices, transitional activities, maintaining a safe and supportive instructional environment, and communicating and collaborating with teachers and other professionals to ensure special education students obtain quality instruction.

REPRESENTATIVE DUTIES:

- Implement strategies and procedures developed by teachers to maintain safe, supportive, and inclusive learning environments.
- Implement strategies that promote the student's independence across all relevant educational settings.
- Based on program and student needs, assist teachers and related service professionals in carrying out tube feeding, catheterization, toileting, diapering (including lifting), administering medication, feeding, positioning and other health related procedures required by students who have special health care needs, and maintain appropriate records of these activities.
- Keep student data current and report concerns to teacher when they arise.
- Under the guidance and supervision of a teacher, effectively implement learning strategies, prompting procedures, and other systematic instructional procedures in school and non-school settings using a variety of instructional grouping arrangements.
- Implement teacher-developed plans or strategies that enhance the fluency, maintenance, and generalization of academic skills.
- Based on program and student needs, assist teachers with community based instruction.
- Use grammatically correct language which includes age-appropriate vocabulary, first person language, appropriate tone of voice, and reinforcement procedures.
- Perform routine clerical duties such as preparation of instructional classroom materials; setting up student work areas; and operating office equipment, video, computer, adaptive devices, and other materials.
- Maintain classroom records, maintain attendance records, answer phone.
- Assist teachers in monitoring student progress regarding academic/cognitive development, social development, and behavior.
- Assist teachers and other professionals in maintaining student records required by federal and state law and regulations and Mercer County Schools Policies and Procedures.
- Implement teacher-developed behavior plans and techniques that adhere to the laws, regulations, and procedural safeguards (safe crisis management) concerning the management of student behaviors.
- Includes lifting up to 50 pounds and/or restraining students if necessary.
- Record data and monitor progress on behavior goals as directed by teacher.
- Monitor and assist students in non-academic learning environments (i.e., lunchrooms, study halls, playgrounds, and buses).
- Direct group activities of students as assigned, assist in lunchroom duties as assigned, assist in emergency drills, rec-leisure activities, assemblies, community participation as assigned.
- Assist in overseeing students while in regular class, labs or other activities, providing them with the necessary materials needed to participate.
- Follow teacher instructions and implement team decisions.
- Contribute relevant, objective information to teachers and other school professionals to facilitate planning, problem solving, and decision-making processes across all relevant settings.
- Maintain confidentiality of individual students and their families, as well as all student educational records.

- Perform assigned responsibilities under the supervision of the teachers in a professional and ethical manner established by the district, agency, state, or professional organization.
- Participate with administrators, consultants, and/or other professionals in designing and implementing comprehensive professional development activities for paraprofessionals.
- Assist in administering diagnostic and other tests and record test information.
- Read, understand and assist in implementing, recording and monitoring assigned students IEP's.
- Assist students to and from activities, loading, unloading and/or riding the bus and assist in preparation.
- Assist students by providing proper examples (positive attitude, caring attitude, good rapport with other staff members), emotional support, a friendly attitude and general guidance.
- Provide support to the teacher and student by creating an environment that is conducive to learning. If instruction is being hindered because a student's behavior is distracting, implement guidelines given by the teacher. (Take student for a walk, take student to the bathroom, remind student how they are to behave).
- Conference with the teacher/case manager concerning programs and materials to meet student's needs. Also, discuss with the teacher concerns that need to be shared with the parent. It is the teacher's
- responsibility to communicate academic/behavioral/instructional concerns with the parents.
- Assure the health and safety of students by following health and safety practices and regulations including PBIS and de-escalation techniques.
- May require annual training and re-certification in safe crisis management.
- Maintain regular attendance. Report your absence to the teacher and in the absence reporting system as specified by the district.

KNOWLEDGE AND ABILITIES:

- Learn child guidance principles and practices.
- Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.
- Perform routine clerical duties in support of classroom activities.
- Print and write legibly.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Communicate effectively both orally and in writing.
- Learn to apply and explain policies and procedures related to school and program activities.
- Work cooperatively with others.
- Monitor, observe and report student's behavior according to approved policies and procedures.
- Operate instructional and office equipment.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching, running.
- Requires the ability to lift, carry, push or pull.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Must pass the Paraeducator Assessment in accordance with State Regulations or have completed 64 college credit hours.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Interventionist	Reports to: Instructional Supervisor/School Principal
Job Class Code: 2210	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: April 15, 2021

PERFORMANCE RESPONSIBILITIES

- **JOB FUNCTION**: To provide targeted, small-group interventions in the areas of mathematics and reading.
- Provide daily, small-group interventions to students in the areas of mathematics and reading, using approved resources and methods.
- Keep progress monitoring records of students in interventions.
- Conduct weekly monitoring of student progress.
- Provide instructional support to elementary and secondary teachers related to core standards and other content areas as needed or requested.
- Provide instructional support to all building principals and work together to support sharing of best practice.
- Assist in the development of strategies to reduce district/school achievement gaps.
- Review assessment data and communicate instructional initiatives with the administrative staff to increase student achievement.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree, Preferred: Reading or Math teaching experience.

Certification/Licensure: Kentucky Teaching Certificate.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Interventionist - Special Education
Reports to: Director of Special Education
Job Class Code: 2210
Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule
Approval Date:

PERFORMANCE RESPONSIBILITIES

- **JOB FUNCTION**: To provide and model targeted, small-group instruction for students with disabilities.
- Provide small-group interventions to students in the areas of mathematics and reading, using approved resources and methods.
- Keep progress monitoring records of students in interventions.
- Conduct weekly monitoring of student progress.
- Provide instructional support to elementary and secondary teachers related to special education instructional strategies.
- Provide instructional support to all building principals, school psychologists and consultants and work together to support sharing of best practice.
- Assist in the development of strategies to reduce district/school achievement gaps.
- Review assessment data and communicate instructional initiatives with special education staff to increase student achievement.
- Assist teachers with writing IEPs with appropriate specially designed instruction to improve progress.
- Other duties as assigned by Director of Special Education

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree,
Certification/Licensure: Kentucky Teaching Certificate in Special Education, LBD P-12

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Lead Maintenance Technician	Reports to: Director of Facilities
Job Class Code: 7441	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 6/4/24

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Train and provide work direction and guidance while performing work in one or more of the skilled trades.

REPRESENTATIVE DUTIES:

- Provide training, work direction and guidance while performing work in one or more of the skilled trades.
- Assist supervisor in scheduling work and determining needs for equipment and supplies.
- Report to supervisors regarding work completed referring unusual technical or personnel issues to the supervisor.
- Provide input to performance reviews; monitor work of assigned crewmembers.
- Perform a variety of skilled work in the maintenance and repair of District facilities and equipment; prioritize, schedule, assign and coordinate the work of assigned staff to accomplish a wide variety of duties related to the building trades.
- Construct, rebuild and repair District equipment and facilities including various wood and metal structures, equipment and furniture; prepare surfaces for painting and varnishing and apply surface coverings as required.
- Perform various refrigeration, plumbing and heating-related duties; cut, thread, assemble and lay pipe; assist in the purchase, installation, repair and maintenance of various plumbing, heating and air conditioning fixtures; perform welding and metal fabrication; diagnose and repair electronic ignition systems for heaters, furnaces and hot water heaters.
- Assist in the purchase, installation, maintenance and repair of electrical wiring and fixtures; perform trouble-shooting to repair or replace fans and motors; perform repairs to motors, bells, clocks and lighting circuits and to communication and audio-visual equipment.
- Perform a variety of skilled building maintenance including repairs to doors, windows, roofs and other building parts; construct or assemble furniture and other wood and metal structures; install and maintain grand master lock systems and electrical security systems.
- Perform skilled maintenance and repair on mechanical and electrical equipment; test and replace circuits; coordinate emergency repairs and large complex projects; troubleshoot and correct defective switches, receptacles, ballasts and other wiring; perform routine mechanical and electrical maintenance.
- Operate a variety of equipment and machines including saws, drill presses and various hand and power tools to perform repair and maintenance work; maintain tools and equipment in a safe, clean and proper working condition.
- Assure compliance with appropriate safety practices and procedures and with applicable federal, State and local codes, regulations and requirements.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Scheduling, laying out and assigning work.
- Trade tools, equipment, materials, methods and techniques used in skilled and general maintenance and repair involving at least one of the following: electrical, heating and air conditioning, locksmithing, plumbing, carpentry, painting, welding or automotive mechanic.
- Appropriate health and safety precautions and procedures.

- Technical aspects of field of specialty.
- Proper methods of storing equipment, materials and supplies.
- Basic record-keeping techniques.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Federal, State and local building codes and regulations.

ABILITY TO:

- Perform a wide variety of skilled journey-level work in the maintenance and repair of District facilities and equipment.
- Prioritize, schedule, assign and review work.
- Train and provide work direction to assigned personnel in the performance of a wide variety of duties related to the building trades.
- Interpret, explain and apply codes, rules and regulations involved in assigned maintenance activities.
- Effectively and safely operate a variety of assigned tools and equipment.
- Interpret blueprints, shop drawings, sketches and work orders to others.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Estimate labor and materials costs.
- Make arithmetic calculations quickly and accurately.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain routine records.
- Establish and maintain cooperative and effective working relationships with others.
- Observe legal and defensive driving practices.
- Operate a District vehicle and perform heavy physical labor.
- Lift heavy objects.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: minimum of a High School Diploma or GED and at least 5 years of upper-level maintenance technician experience.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Lunchroom Monitor	Reports to: Food Service Director
Job Class Code: 7213	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 10/14/2008

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Monitor students and assure proper conduct in the lunchroom; maintain cleanliness of food service facilities.

REPRESENTATIVE DUTIES:

- Monitor students and assure proper conduct in the lunchroom.
- Organize students into orderly lines for the purchase of food.
- Organize students for orderly disposal of food waste, trays and utensils.
- Report physical confrontations or incidences to appropriate personnel as needed; resolve minor problems as needed.
- Maintain cleanliness of food service facilities; arrange furniture as required.
- Receive and respond to suggestions for improvement of food service student activities.
- Set up tables in cafeteria.
- Clean, sweep, mop as directed.
- Inform manager of any concerns related to student's eating habits.
- Adhere to bloodborne pathogen regulations when removing bodily fluids.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Basic food service operations.
- Proper student conduct and discipline.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.

ABILITY TO:

- Supervise students and assure proper conduct in the lunchroom.
- Maintain cleanliness of food service facilities.
- Learn District policies and procedures related to assigned activities.
- Work cooperatively with others.
- Arrange furniture.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate OR demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Maintenance Technician III	Reports to: Maintenance Director
Job Class Code: 7443	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 1992

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Perform skilled maintenance, repair and construction of District buildings and equipment in one or more craft or trade; lead other Maintenance Technicians as necessary; work independently in advanced trades such as electrical, plumbing, steam fitter, electrical motor repair, welding and engine rebuilding.

DISTINGUISHING CHARACTERISTICS: The Maintenance Technician III class performs advanced skilled crafts work in one or more specialties such as electrical, plumbing, steam fitter, electrical motor repair, welding, engine rebuilding and may lead other Maintenance Workers and Technicians. The Maintenance Technician IV class performs advanced skilled crafts work in one or more specialties such as computer repair, electronic repair, energy system repair and telecommunications repair and may lead other Maintenance Workers and Technicians. The Maintenance Technician I class performs skilled crafts work in one or more specialties such as painting, glazing and plastering. The Maintenance Technician II class performs skilled crafts work in one or more specialties such as carpentry, locksmith, mason, roofing, and audiovisual repair and may lead other maintenance workers.

REPRESENTATIVE DUTIES:

- Perform a variety of skilled work in the maintenance and repair of District facilities and equipment; prioritize, schedule, assign and coordinate the work of assigned staff to accomplish a wide variety of duties related to the building trades.
- Perform various refrigeration, plumbing and heating-related duties; cut, thread, assemble and lay pipe; assist in the purchase, installation, repair and maintenance of various plumbing, heating and air conditioning fixtures; perform welding and metal fabrication; diagnose and repair electronic ignition systems for heaters, furnaces and hot water heaters.
- Assist in the purchase, installation, maintenance and repair of electrical wiring and fixtures; perform trouble-shooting to repair or replace fans and motors; perform repairs to motors, bells, clocks and lighting circuits and to communication and audio-visual equipment.
- Estimate cost of labor and materials for work orders; obtain competitive prices for equipment and supplies needed by the District.
- Perform skilled maintenance and repair on mechanical and electrical equipment; test and replace circuits; coordinate emergency repairs and large complex projects; troubleshoot and correct defective switches, receptacles, ballasts and other wiring; perform routine mechanical and electrical maintenance.
- Operate a variety of equipment and machines including saws, drill presses and various hand and power tools to perform repair and maintenance work; maintain tools and equipment in a safe, clean and proper working condition.
- Assure compliance with appropriate safety practices and procedures and with applicable federal, State and local codes, regulations and requirements.
- Maintain various records related to labor, materials and work orders.
- Purchase tools, equipment and materials; operate light trucks to pick up and deliver equipment and supplies.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Trade tools, equipment, materials, methods and techniques used in skilled and general maintenance and repair involving at least one of the following: electrical, heating and air conditioning, locksmithing, plumbing, carpentry, painting, welding or automotive mechanic.
- Appropriate health and safety precautions and procedures.
- Technical aspects of field of specialty.
- Proper methods of storing equipment, materials and supplies.
- Basic record-keeping techniques.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Federal, State and local building codes and regulations.

ABILITY TO:

- Perform a wide variety of skilled journey-level work in the maintenance and repair of District facilities and equipment.
- Prioritize, schedule, assign and review work.
- Train and provide work direction to assigned personnel in the performance of a wide variety of duties related to the building trades.
- Interpret, explain and apply codes, rules and regulations involved in assigned maintenance activities.
- Effectively and safely operate a variety of assigned tools and equipment.
- Interpret blueprints, shop drawings, sketches and work orders to others.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Estimate labor and materials costs.
- Make arithmetic calculations quickly and accurately.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain routine records.
- Observe legal and defensive driving practices.
- Operate a District vehicle and perform heavy physical labor.
- Lift heavy objects.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years journey-level experience in one or more trades areas.

LICENSES AND OTHER REQUIREMENTS: Valid Kentucky Driver's License

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Media Librarian	Reports to: Principal
Job Class Code: 1060	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 10/14/08

PERFORMANCE RESPONSIBILITIES

JOB DESCRIPTION: Develops and facilitates a school-based library media program which meets goals established by federal, state, and local authorities in order to provide information needs of students and teachers in the instructional process.

RESPONSIBILITIES:

- Conduct and facilitate activities and projects to provide quality school library media services to students and teachers which support the curriculum parameters and instruction.
- Manage and supervise the organization and operation of the school library/media center.
- Provide leadership and direction to assigned school as they implement instructional technology plans, particularly as they relate to library and information services.
- Provide for school professional development for staff to encourage leadership, competence and creativity in developing programs.
- Advocate the principles of intellectual freedom that govern the universal right to read to access information and ideas.
- Prepare, administer, monitor, amend, and keep an accounting of budget designed for the library/media center; attend to all recordkeeping, correspondence, requests, and meetings related to the library/media center.
- Maintain knowledge of current statutes, policies, guidelines, regulations, trends and research that affect the instructional program and assist assigned school in remaining current on such information related to school library media services.
- Assist school staff with curriculum, instruction, and assessment projects. Serve on various district and school committees upon request.
- Bring to the attention of the Coordinator, media services related to instructional improvement which require consideration or action in the area of library media services.
- Perform other duties as assigned by the Coordinator of media services or principal.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Endorsement for Library and Information Science; Kentucky Teaching Certificate; Master's Degree.

LICENSES AND OTHER REQUIREMENTS: Strong management and leadership ability; ability to plan, organize and implement numerous projects simultaneously; interpersonal skills to work cooperatively with divergent groups of teachers, parents, administrators, and students; knowledge of technology applications to school library media programs.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Migrant Advocate/Recruiter — Reports to: Director of Federal Programs
Job Class Code: 7886 — Work Schedule: 220 days
Pay Scale: Per Salary Schedule — Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Identify, recruit, and enroll eligible migrant students residing in the assigned District; maintain communication between migrant families and the schools.

REPRESENTATIVE DUTIES:

- Apply and explain federal regulations pertaining to the migrant education program.
- Attend recruiter meetings and other required training sponsored by MEP (regional, state, and/or national)
- Abide by standard procedures and practices contained in the State Identification and Recruitment Handbook and other directives issued by the State Department of Education.
- Identify eligible migrant students residing within the boundaries of the assigned school District.
- Complete Certificate of Eligibility and Health Data Entry Forms; obtain a parent's signature for eligibility documentation for eligible students; submit completed and signed Certificates of Eligibility and Health Data Entry forms to the assigned clerk.
- Work under the supervision of an assigned director; assist school principals, teachers, secretaries, and nurses in maintaining related records.
- Communicate between home and school, continually striving to maintain positive communication.
- Assist an assigned administrator with recruiting parents for membership in the Parent Advisory Council and with related activities.
- Provide or facilitate supportive services to migrant children or to their families as necessary; enable migrant children to receive a sound education.
- Perform related duties as assigned.
- Develop relationships with community agencies, businesses, civic groups, etc and refer families as needed.

KNOWLEDGE AND ABILITIES:

- Federal regulations pertaining to the migrant education program.
- Correct oral and written usage of English and a designated second language.
- Oral and written communication skills.
- Public speaking techniques.
- Laws, rules, and regulations related to assigned activities.
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience, and courtesy.
- Local businesses, farms, restaurants/grocery stores, and other places where potential migrant families could be.
- Read, write, translate, and interpret English and a designated second language.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.

- Maintain routine records.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Work is performed while standing, sitting, and/or walking
- Requires the ability to communicate effectively using speech, vision, and hearing
- Requires the use of hands for simple grasping and fine motor manipulating
- Requires bending, squatting, crawling, climbing, and reaching
- Requires the ability to lift, carry, push, or pull weight
- Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and experience working with multi-cultural clientele. Applicants need to be bilingual in English and Spanish.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Advanced Registered Nurse Practitioner Reports to: Superintendent
Job Class Code: 7261 Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION:

- Perform advanced and complex duties in the area of adolescent obstetrics, gynecology and childcare; maintain accurate medical records and reports.

REPRESENTATIVE DUTIES:

- Perform advanced and complex duties in the area of adolescent obstetrics, gynecology and childcare; perform complete physical examination screenings.
- Prepare a complete health, psychosocial and physical history of each individual; record findings in a systematic, accurate and concise form.
- Perform, order and interpret routine laboratory tests.
- Develop a health maintenance plan for the infant including individual and group health education appropriate to the adolescent parent.
- Assess and counsel individuals in the area of family planning in accordance with established program policies and procedures.
- Provide health education and counseling including the psychosocial dimensions related to prenatal care, childbearing, parenting, family planning and family life.
- Prepare referrals as needed and distribute to other members of the health care team.
- Maintain accurate medical records and reports according to established program standards and procedures.
- Participate in program planning, implementation and evaluation processes.
- Provide tracking for infants delivered through TAPP's prenatal clinic.
- Perform related duties as assigned.
- Serve as the District Health Coordinator.

KNOWLEDGE AND ABILITIES:

- Maternal, adolescent and child nursing techniques.
- Counseling techniques.
- Physical examination methods, practices and procedures.
- Modern classroom instruction techniques.
- Record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Policies and objectives of assigned program and activities.
- Public speaking techniques.
- Perform advanced and complex duties in the area of adolescent obstetrics, gynecology and childcare.
- Perform physical examinations.
- Provide health education and counseling to individuals regarding prenatal care, childbearing, patenting, family planning and family life.
- Interpret, order and perform laboratory tests.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain accurate medical records and reports.

- Work independently with little direction.
- Plan and organize work.
- Observe health and safety regulations.
- Prepare and deliver oral presentations.

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited Registered Nurse Program, Bachelors Degree, and three years of responsible nursing experience.

Certification/Licensure: Valid Kentucky license as a Registered Nurse and certification as a Nurse Practitioner.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Occupational Therapist	Reports to: Director of Special Education
Job Class Code: 7291	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Under the direction of the Director of Student Services, the Registered Occupational Therapist provides services to students with disabilities, ages three to 21, in order for them to benefit from their program of special education instruction.

REPRESENTATIVE DUTIES:

- Plans, implements and monitors activities that allow students to access and benefit from their specialized instruction. The focus of these services includes, but is not limited to: academic performance, fine and gross motor functioning, positioning, daily living skills, play/leisure skills, work skills, and sensory-motor activities.
- Assesses and makes environmental and other adaptations to allow students to access and benefit from their program of specialized instruction.
- Provides clinical direction to Certified Occupational Therapy Assistants (COTA).
- Provides training to special education paraprofessionals, and others as appropriate, in carrying out day-to-day activities designed to enhance the student's physical, motor and sensory functioning.
- Maintains an inventory of District OT assistive equipment
- Consults with school staff, administration and parents in improving students' motor and sensory-motor functioning.
- Collaborates with school staff and/or parents in developing, implementing, evaluating and maintaining occupational therapy interventions
- Consults and collaborates with medical and other community providers, as appropriate.
- Coordinates the delivery of occupational therapy services with classroom teachers, special education staff and other providers to ensure continuity and consistency in providing comprehensive special education services to students.
- Assesses the motor, visual-motor and sensory-motor functioning of students referred for special education evaluation. Helps determine the need for occupational therapy services.
- Maintains an accurate record of therapy sessions, consultations and other pertinent activities.
- Attends training sessions, conferences, seminars, department and district meetings.
- Serves on District committees, task forces, work groups, etc., as requested.
- Keeps abreast of changing developments, trends, instructional and educational technologies.

KNOWLEDGE OF: IDEA Regulations and special education policies, programs and procedures related to psychological services; state and federal laws and regulations regarding special education records, due process and service provision.

MINIMUM QUALIFICATIONS

Qualifications: Bachelor or Master's degree in Occupational Therapy from an American Occupational Therapy Association (AOTA) or the Accreditation Council for Occupational Therapy Education (AOTE) certified school, active KY License to practice from the KY Board of Licensure for Occupational Therapy per KRS 319A.080.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: District Online Academy Teacher
Reports to: Instructional Supervisor
Job Class Code: 2210
Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule
Approval Date: April 15, 2021

PERFORMANCE RESPONSIBILITIES

- **JOB FUNCTION**: To provide instructional support to elementary and secondary students in the online academy.
- Provide instructional support to elementary and secondary students related to core standards and other content areas as needed or requested.
- Maintain clear, precise communications with parents/students in the online academy.
- Maintain appropriate records and grades.
- Provide instructional feedback on assignments.
- Manage programs being used to supplement/support online academy instruction.
- Help resolve issues for students and families.
- Review and assess student progress on completion of courses and provide assistance in helping the student be successful.
- Communicate regularly with school administration.
- Help students access other needed supports from the school (i.e. tutoring, counseling, SEL supports, etc.).
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree
Certification/Licensure: Kentucky Teaching Certificate.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Payroll Clerk II
Reports to: Director of Finance
Job Class Code: 7191
Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule
Approval Date: 9/2001

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Perform complex and responsible payroll duties requiring knowledge of both classified and certificated payrolls; provide training and work direction to Payroll Assistants and other personnel as assigned.

DISTINGUISHING CHARACTERISTICS: Payroll Clerk II is assigned lead duties and provides training, guidance and work direction to assigned staff. The incumbent is assigned more difficult or complex duties. Payroll Clerk I incumbents are assigned payroll duties for specific payrolls such as classified and certificated payrolls.

REPRESENTATIVE DUTIES:

- Provide training, guidance and work direction to Payroll Clerk I incumbents and other temporary personnel as assigned to the payroll unit.
- Assist in the review of payroll systems and procedures; recommend method improvements and implement changes as approved.
- Process payroll and related records for assigned major payroll of the District; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data.
- Monitor changes in payroll-related data; prepare changes, corrections or adjustments as necessary; notify proper authorities.
- Compute annual vacation and sick leave allowances and payroll distribution; communicate with District and site personnel regarding time reports, warrants, insurance coverage and leave time.
- Respond to questions or complaints from employees regarding interpretation of laws, rules, regulations, contracts and other documents governing District payroll, assist employees in completing necessary payroll documentation forms.
- Process and record specialized payroll services including Workers Compensation, retroactive pay, voluntary deductions and other related services.
- Calculate and prepare annual salary and budget projections for categorical programs as assigned.
- Maintain records of individual earnings, deductions and related data; process retirements and terminations as appropriate; verify documents for proper account codes, pay rates and related data.
- Maintain employee attendance records; verify and input individual sick leave and vacation allowances and usage; distribute related lists and notices as needed.
- Sort and distribute paychecks and warrants according to established procedures and guidelines.
- Prepare and maintain files of records and documents relating to work performed; prepare special reports.
- Process the payroll-related sections of various employment verification forms; verify salaries by phone in accordance with related laws and District policies and procedures.
- Operate standard office equipment including a computer terminal as required.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Principles and techniques involved in both classified and certificated payroll preparation, monitoring and control.
- Financial record-keeping principles and procedures.
- Modern office practices, procedures and equipment.
- District organization, operations, policies and objectives.

- Applicable State requirements and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operation of a computer terminal and other office equipment.
- Tax withholding, voluntary deduction, garnishments and fringe benefits.
- Oral and written communication skills.

ABILITY TO:

- Perform complex and responsible payroll duties with a high degree of skill and accuracy.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Process payroll and related records for classified and certificated payrolls.
- Train and provide work direction to others.
- Deal tactfully and effectively with irate employees.
- Add, subtract, multiply and divide quickly and accurately.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Type at an acceptable rate of speed.
- Maintain records and prepare reports.
- Understand and follow oral and written directions.
- Plan and organize work.
- Operate standard office equipment including a computer terminal as required.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of payroll accounting experience.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: School Law Enforcement Officer/Chief — Reports to: Safe Schools Coordinator
Job Class Code: 7824 — Work Schedule: See Salary Schedule
Pay Scale: See Salary Scale — Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION:
Perform a variety of law enforcement activities for an assigned school District including enforcing state statutes, protection of life and property, suppression of criminal activity, apprehension and prosecution of offenders, regulation of non-criminal conduct, preservation of public peace, enforcement of traffic and parking regulations, and conduct investigations.

- An SRO is vested with law enforcement jurisdiction and authority as described in KRS 61.902 to KRS 61.930 and other applicable laws, including, but not limited to, investigating and responding to possible criminal offenses and to health or safety threats to students or school personnel.
- As authorized under the Family Educational Rights and Privacy Act ("FERPA"), SROs are designated as the District's "law enforcement unit" possessing the law enforcement authority and exercising safety and security functions described in state law and referenced above. Records created and maintained by an SRO for a law enforcement purposes do not constitute education records under FERPA.[4] District staff other than law enforcement personnel are not responsible for the creation of law enforcement records and are expected to observe restrictions on access to such records. An SRO is expected to provide guidance and insight to District officials and staff on such restrictions.

REPRESENTATIVE DUTIES:

- Perform a variety of law enforcement activities for an assigned school District; exercise authority consistent with statutory obligations and comply with lawful orders.
- Prepare and complete accurate and thorough reports of crimes, vehicular accidents, and other incidents as necessary.
- Maintain assigned equipment in proper working condition.
- Assist other law enforcement officers as needed.
- Maintain confidentiality of records and information according to established procedures.
- Assist injured persons and determine the appropriate action in a timely manner.
- Attend and conduct parent conferences regarding student criminal or code of conduct violations as needed.
- Provide proper referrals for incidents occurring outside the officer's area of authority or jurisdiction.
- Communicate with the community, staff, parents, and students to exchange information.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Elements and appropriate application of state statutes.
- Geographic area, District facilities, school personnel and community members of assigned District.
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience, and courtesy.
- Laws, rules, and regulations related to assigned activities.

ABILITY TO:

- Perform a variety of law enforcement duties at an assigned District.
- Prepare and maintain accurate and complete reports of crimes, vehicular accidents and other incidents.

- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Determine appropriate action within clearly defined guidelines.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain confidentiality of records and information

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G. E. D. Certificate or demonstrated progress toward obtaining a G. E. D. as required by Kentucky law supplemented by specialized course working law enforcement.

LICENSES AND OTHER REQUIREMENTS:

- An SRO will have such training, certification, and commission as is required by provisions of KRS Chapters 15, 61, and 158. Per KRS 158.4414, an SRO who fails to successfully and timely complete SRO training requirements shall lose his/her SRO certification and shall no longer serve in the capacity of an SRO in a school. An SRO is also expected to obtain training on the use of physical restraint and seclusion as required of all school personnel except additional training applicable to "core team" school personnel designated to respond to dangerous behavior.[3]
- All School Resource Officers (SROs) with active SRO certification shall successfully complete forty (40) hours of annual in-service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs.
- Valid Kentucky driver's license
- Each SRO shall be armed with a firearm, notwithstanding any provision of local board policy, local school council policy, or memorandum of agreement.[6]

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: School Nurse LPN	Reports to: Principal
Job Class Code: 7263	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Administer first aid according to established procedures; conduct a variety of health screenings; prepare and maintain accurate student medical records.

REPRESENTATIVE DUTIES:

- Administer first aid or nursing care for accidents, seizures, preventative medicine, and other educational-related medical problems; provide CPR and first aide to school employees as needed.
- Conduct height, weight, vision, hearing, scoliosis, and other health screenings as required; provide screening for head lice and observe students on a regular basis to detect health needs.
- Refer students to appropriate personnel, resources, or clinics and follow-up as necessary.
- Maintain health records and medical logs; update immunization and student records as needed; prepare and submit periodical medical reports for appropriate organizations or District personnel and assurance compliance with District guidelines.
- Dispense and retain medication and perform medical treatment in accordance with physician's instructions within District guidelines.
- Communicate with various community health agencies and civic organizations to exchange information, coordinate activities and obtain student needs such as medication, glasses, hearing aids, and clothing as needed.
- Conduct training for students, parents, and school staff as required.
- Provide information and make recommendations to principals, substitutes, teachers, and parents regarding health issues of students and school health program needs, develop programs to meet school health needs.
- Make home visits as required; authorize re-admission to school.
- Maintain stock of first aid supplies; assure medical equipment is in proper working condition; order supplies and equipment as needed.
- Participate in screening for health defects and sanitary conditions in schools.
- Maintain current knowledge of medical advances and information, public health issues, and treatment procedures.
- Perform related duties as assigned.

KNOWLEDGE OF:

- First aid, CPR, and nursing practices and procedures.
- Various health-screening practices, procedures, and techniques.
- Oral and written communication skills.
- Record-keeping techniques.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.
- Contagious diseases.

ABILITY TO:

- Administer first aid according to establish procedures.
- Conduct variety of health screenings.
- Prepare and maintain accurate student medical records.

- Make referrals and perform follow-up.
- Maintain medical equipment in proper working condition.
- Understand and follow written prescriptions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain current knowledge of technological advances in the field.
- Complete work with many interruptions.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation as a Licensed Practical Nurse or Registered Nurse and one year comprehensive nursing experience.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: School Social Worker	Reports to: Superintendent's Designee
Job Class Code: 0270/7882	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION:

Provide individual, group and family counseling services; provide school-related social service needs of the students enrolled in assigned program; coordinate activities with administration to implement program and District policies and objectives; assist the community and communicate with school and community groups.

REPRESENTATIVE DUTIES:

- Establish and lead group counseling and instructional sessions in evening family programs; provide instructional and individual, group and family counseling during school day and summer programs; coordinate the guidance class with the appropriate personnel and schedule social service counseling.
- Deliver academic instructional packets and distribute to students; arrange hospital tours, provide transportation and supervision for field trips and visit homes as assigned.
- Drive District vehicle or personal car to conduct work as assigned.
- Develop the assigned center's registration requirements and infant care scholarship procedures and committee meetings.
- Conduct student intakes, assess assistance needs, make referrals to community resources and maintain and manage a personal case load; perform record-keeping duties and maintain accurate documentation of records.
- Participate in public relation activities representing social services to community and other social agencies.
- Establish and maintain good cross-component relationships and develop supportive relationships with students and their families.
- Meet regularly with appropriate personnel to assess needs and plan social service component operation and reporting system (accountability records).
- Participate in Management Team meetings providing designing counseling instructional units.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Community agencies and resources.
- Individual, group and family counseling techniques.
- Oral and written communication skills.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Provide individual, group and family counseling services.
- Conduct intakes, assess assistance needs and make referrals.
- Drive a District vehicle or personal car to conduct work as assigned.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Plan and organize work.
- Maintain records and prepare reports.
- Work confidentially with discretion.

MINIMUM QUALIFICATIONS
Education: Minimum of a bachelor's degree in social work and EPSB certification. Certification/Licensure: Professional Certificate for School Social Worker from EPSB.
IMPORTANT NOTES
Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

Mercer County Schools
JOB DESCRIPTION

Job Title: Secretary I	Reports to: Director
Job Class Code: 7772	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 6/21/2022

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Perform advanced-level secretarial duties requiring independent judgment and analysis for a District Director or coordinator of a District-wide program or function; plan, organize, and coordinate office activities and communications to relieve the Director of routine administrative and clerical details.

DISTINGUISHING CHARACTERISTICS: Secretary I incumbents report to a Director coordinator, specialist, or other administrator having responsibility for a program of smaller size, complexity, impact and perform responsible administrative assistance duties. Secretary II incumbents report to a Director-level administrator with responsibilities for overall program administration of a large, complex District function and perform administrative assistance duties.

REPRESENTATIVE DUTIES:

- Serve as secretary to a Director, coordinator, or other administrator of a District-wide program or function; plan, organize and coordinate activities to relieve the administrator of routine clerical details.
- Interview and screen callers and visitors, including students, teachers, administrators, parents, vendors, and the public and provide information or direct to appropriate personnel; provide detailed and technical information concerning District policies, procedures, and established regulations.
- Communicate with parents and District personnel on confidential or sensitive issues; screen incoming calls to gather and exchange information.
- Assure timely communications between office and District employees; make phone calls to receive and transmit information; type memos, bulletins, letters, and notices; prepare Board agenda items and related materials as assigned; compose correspondence or prepare from rough draft.
- Research and compile information and compute statistical data for federal, state, and District reports and special projects as assigned.
- Train and provide work direction to other clerical personnel as assigned.
- Type a variety of items including inter-office communications, requisitions, forms, letters, special projects, legal documents, and other materials; establish, modify and maintain project and confidential filing systems.
- Schedule meetings, conferences and appointments for the Director; maintain Director's calendar; arrange for conference rooms and refreshments; arrange and schedule travel accommodations as necessary.
- Assist in the maintenance of department budgets; enter data into computer to charge appropriate accounts; review invoices, requisitions, and purchase orders for accuracy, completeness, and compliance with department and District policies; inspect and verify accuracy of District financial reports with office records; research and resolve discrepancies as needed.
- Review or prepare a variety of materials and documents, including financial documents, invoices, inventory records, and statistics; order supplies and materials and prepare purchase orders; assure adequate forms and supplies to support office operations.
- Attend a variety of meetings; prepare and send out notices of meetings; collect and compile information for meetings, projects, and workshops; prepare and distribute minutes.
- Take and transcribe dictation of letters, reports, bulletins, meetings, and memoranda as required; transcribe materials from dictation equipment as required; provide secretarial and clerical assistance to other staff as necessary.
- Maintain a variety of complex personnel records, time sheets, lists, files, and records, including confidential materials.

- Compile data for budget; post and maintain budget and financial records of a variety of programs; monitor account balances and record expenditures.
- Receive, open, and screen incoming mail and independently compose replies according to established procedures.
- Operate a variety of office equipment such as typewriter, computer terminal, FAX machine, copier, and calculator as assigned.
- Coordinate communications between supervisor and other District staff and the public.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Modern office practices, procedures, and equipment.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- District organization, operations, policies, and objectives.
- Organization, rules, regulations, and programs related to an assigned office or function.
- Operation of a computer terminal and data entry techniques.
- Software applications used by the District, including word processing and spreadsheets.
- Financial and statistical record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Perform advanced-level secretarial duties requiring independent judgment and analysis.
- Plan, organize, and coordinate office activities and communications to relieve the Director of routine administrative and clerical details.
- Work independently with little direction.
- Type at an acceptable rate of speed.
- Analyze situations accurately and adopt an effective course of action.
- Compose independently or from oral instructions letters, memos, bulletins, or other material.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Meet schedules and timelines.
- Add, subtract, multiply, and divide quickly and accurately.
- Establish and maintain cooperative and effective working relationships with others.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of increasingly responsible secretarial and clerical experience.

LICENSES AND OTHER REQUIREMENTS: Some positions in this class may be required to take and transcribe shorthand at an acceptable rate of speed.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: School Secretary I – Elementary	Reports to: Director
Job Class Code: 7775	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 1992

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in routine administrative tasks and coordinate school office activities; perform public relations and communications services for the Principal.

DISTINGUISHING CHARACTERISTICS: School Secretary I - Elementary incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school. School Secretary II - Elementary incumbents perform a variety of clerical and secretarial duties in a large elementary school with a larger number of faculty, student body enrollment and educational programs.

REPRESENTATIVE DUTIES:

- Coordinate a variety of office activities to assist the Principal with administrative tasks; prepare and accurately maintain a variety of reports, records and files relating to students, staff, budgets, operations and activities.
- Serve as secretary to the Principal; compose routine correspondence independently; prepare, type and distribute communications and minutes of meetings; schedule appointments and meetings as requested; receive, open and route mail.
- Train and provide work direction to clerical personnel and student workers as assigned; monitor workflow and adjust duties to complete assignments in a timely manner as assigned.
- Provide information concerning school policies, procedures, actions, activities and schedules as appropriate; maintain school calendar and serve as a coordinator of events.
- Collect, compile, organize and record a variety of data related to attendance, enrollment, personnel, payroll, equipment inventory and student activities; prepare and maintain related records, files and logs.
- Collect and account for monies collected in conjunction with school activities; secure monies and process according to established procedures.
- Administer first aid to ill and injured students; contact the nurse, parents or public safety agencies as appropriate.
- Register, release or transfer students; complete enrollment information and database.
- Operate a variety of business equipment including typewriter, calculator, copiers, computer equipment and other school office machines.
- Requisition, receive, store and distribute supplies and office materials; maintain materials and equipment inventory as assigned.
- Provide clerical assistance to faculty and staff as needed.
- Orient new and substitute teachers; provide directions, keys and instructional materials.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

- Telephone techniques and etiquette.
- Basic first aid techniques.
- Operation of standard office machines including computer equipment.

ABILITY TO:

- Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative tasks.
- Perform public relations and communications services for the Principal.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Compose correspondence independently.
- Complete work with many interruptions.
- Type at an acceptable rate of speed.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Operate a variety of office machines including typewriter, computer terminal, calculator and copiers.
- Understand and work within scope of authority.
- Maintain good public relations with students, parents, teachers and the public.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.
- Compile and maintain accurate records and prepare reports.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Administer first aid to ill or injured students.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of increasingly responsible clerical and secretarial experience involving frequent contact with the public.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Secretary I - High School
Job Class Code: 7773
Pay Scale: See Salary Schedule

Reports to: Director
Work Schedule: See Salary Schedule
Approval Date: 1992

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Organize, coordinate, schedule and perform office functions at a comprehensive high school; serve as secretary to the Principal and coordinate communications between administrators, District and site personnel, parents, students and the general public; train and provide work direction to clerical personnel and others as assigned.

DISTINGUISHING CHARACTERISTICS: School Secretary I - High School incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school. School Secretary II - High School incumbents perform a variety of clerical and secretarial duties in a large high school with a larger number of faculty, student body enrollment and educational programs.

REPRESENTATIVE DUTIES:

- Organize and coordinate a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at a small to medium-sized high school; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines.
- Serve as secretary and provide administrative assistance to the Principal; make, schedule and arrange appointments, meetings and conferences.
- Coordinate and facilitate communications between District and site personnel, parents, students, school and community organizations and the general public.
- Communicate with a variety of site and District personnel and administrators to coordinate school operations and maintenance, resolve conflicts and issues and exchange information as appropriate.
- Perform secretarial duties for the Principal, assisting with routine administrative matters as appropriate; independently compose letters, memoranda and other materials.
- Assist the Principal in the preparation and maintenance of financial, statistical and narrative reports; research, compile and organize information.
- Initiate budget preparation; work with Department Chairpersons in preparing individual budgets to meet needs; prepare forms and assist the Principal in preparing and monitoring budget.
- Process purchase orders; assist Department Chairpersons with adjustments and with making transfers; review computer printout and balance accounts to assure accuracy.
- Type from notes, rough draft or verbal instructions a variety of written materials including correspondence, bulletins, memoranda, calendars, requisitions, records, reports and evaluations.
- Maintain daily teacher attendance log and records of substitute teachers.
- Compile and organize information for the Principal; compose and respond to routine correspondence; open, sort, review and route mail.
- Coordinate and assist with special events for the high school; assist in selection of personnel and program; assure adherence to legal requirements and Board policies; maintain budget; work with and assist personnel assigned to the event.
- Train and provide work direction to clerical personnel, student assistants and others as assigned.
- Operate a variety of business and office machines including typewriter, calculator, computer, copiers, and communications equipment.
- Order a wide variety of equipment, materials, supplies and special items requested by faculty; assure receipt and proper distribution.
- Answer phones and greet visitors; take and relay messages; provide information to students, parents, faculty and site personnel; interpret, apply and explain District policies and school procedures and regulations.

- Perform related duties as assigned.

KNOWLEDGE OF:

- School office terminology, practices and procedures.
- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Budget preparation and control.
- Operation of standard office machines.
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
- Letter and report writing skills.

ABILITY TO:

- Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative matters.
- Perform public relations and communications services for the Principal.
- Maintain accurate financial and statistical records.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Compose correspondence independently.
- Type at an acceptable rate of speed.
- Complete work with many interruptions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Operate a variety of office machines including typewriter, calculator and copiers.
- Maintain good public relations with students, parents, teachers and the public.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.
- Compile and maintain accurate records, verify data and prepare reports.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of increasingly responsible office or secretarial experience involving public contact and record-keeping experience.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: School Secretary I – Middle	Reports to: Director
Job Class Code: 7774	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 1992

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Perform a wide variety of secretarial and clerical duties to assist the Principal of a small to medium-sized middle school with routine administrative tasks and coordinate school office activities; perform public relations and communication services for the Principal.

DISTINGUISHING CHARACTERISTICS: School Secretary I - Middle School incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school. School Secretary II - Middle School incumbents perform a variety of clerical and secretarial duties in a large middle school with a larger number of faculty, student body enrollment and educational programs.

REPRESENTATIVE DUTIES:

- Coordinate office activities and communications with school activities, events and time lines and assist the Principal with routine administrative matters.
- Organize budget and financial material to maintain accurate fiscal records; record expenditures and transfer funds as appropriate; assist in the preparation of annual budgets and other annual reports.
- Perform secretarial duties for the Principal, assisting with routine administrative matters as appropriate; independently compose letters, memoranda and bulletins as directed.
- Coordinate the Principal's office, acting as receptionist, and contact and reference source for staff, students, parents and the public; perform public relations and communications services for the Principal.
- Provide information over the phone or in personal contacts with parents, students or school personnel as appropriate; route calls to appropriate personnel as necessary; coordinate and maintain the school calendar of events.
- Train and provide work direction to clerical personnel, students and others as assigned.
- Type from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memorandums, requisitions, lists, bulletins, reports and statistical data.
- Collect and account for money collected in conjunction with student body funds, last lost or damaged books and other school activities; account for and maintain the cash fund as assigned; prepare student body financial report.
- Process the certificated and classified payroll including the completion and submission of time sheets to the supervisor and District Office; maintain accurate records with respect to personnel; assist substitute teachers and classified personnel by providing them with keys and materials; secure period substitutes and prepare substitute time sheets.
- Initiate office and general school supply purchase orders; receive, store and distribute supplies and office materials; maintain materials and equipment inventory; maintain department purchase orders.
- Perform a wide variety of problem-solving tasks in support of certificated, classified and management personnel.
- Operate a variety of office machines such as typewriter, copiers, calculator and computer equipment.
- Utilize a mimeograph machine for forms, certificates, passes, slips and a variety of other items.
- Perform First Aid according to established guidelines and procedures.
- Perform related duties as assigned.

KNOWLEDGE OF:

- School office terminology, practices and procedures.
- Modern office practices, procedures and equipment.

- Financial and statistical record-keeping techniques.
- Receptionist and telephone techniques and etiquette.
- Letter and report writing skills.
- Health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- District organization, operations, policies and objectives.
- First Aid practices.

ABILITY TO:

- Perform office, secretarial and clerical work to assist the Principal with a variety of administrative tasks.
- Learn, interpret, apply and explain school and District policies, rules and objectives.
- Understand and perform duties within scope of authority.
- Establish and implement revised office procedures as needed and according to established guidelines.
- Understand and interpret rules and written direction and apply to specific situations.
- Compose correspondence independently.
- Perform duties effectively with many demands on time and constant interruptions.
- Type at an acceptable rate of speed.
- Establish and maintain effective working relationships with others.
- Operate a variety of office machines including computer equipment.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.
- Maintain records and prepare reports.
- Work confidentially with discretion.
- Add, subtract, multiply and divide quickly and accurately.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Work independently with little direction.
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MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of varied and increasingly responsible clerical or secretarial experience.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: School Secretary II – Elementary	Reports to: Director
Job Class Code: 7777	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 1992

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Perform a wide variety of clerical and secretarial duties to organize, coordinate and schedule school office activities; assist the Principal of a large elementary school in routine administrative tasks; perform public relations and coordinate communications between administrators, District and site personnel, parents, students and the general public; train and provide work direction to clerical personnel as assigned.

DISTINGUISHING CHARACTERISTICS: School Secretary II - Elementary incumbents perform a variety of clerical and secretarial duties in a large elementary school with a larger number of faculty, student body enrollment and educational programs. School Secretary I - Elementary incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school.

REPRESENTATIVE DUTIES:

- Organize, coordinate and schedule a variety of office activities to assist the Principal of a large elementary school with administrative tasks; prepare and accurately maintain a variety of reports, records and files relating to students, staff, budgets, operations and activities.
- Serve as secretary to the Principal; compose routine correspondence independently; prepare, type and distribute communications and minutes of meetings; schedule appointments and meetings as requested; receive, open and route mail.
- Train and provide work direction to clerical personnel and student workers as assigned; monitor workflow and adjust duties to complete assignments in a timely manner as assigned.
- Provide information concerning school policies, procedures, actions, activities and schedules as appropriate; maintain school calendar and serve as a coordinator of events.
- Collect, compile, organize and record a variety of data related to attendance, enrollment, personnel, payroll, equipment inventory and student activities; prepare and maintain related records, files and logs.
- Collect and account for monies collected in conjunction with school activities; secure monies and process according to established procedures.
- Administer first aid to ill and injured students; contact the nurse, parents or public safety agencies as appropriate.
- Register, release or transfer students; complete enrollment information.
- Operate a variety of business equipment including typewriter, calculator, copiers, computer equipment and other school office machines.
- Requisition, receive, store and distribute supplies and office materials; maintain materials and equipment inventory as assigned.
- Provide clerical assistance to faculty and staff as needed.
- Orient new and substitute teachers; provide directions, keys and instructional materials.
- Perform related duties as assigned.
- Provide health services as needed and as dictated by student population for which training and authorization have been provided.

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Health and safety regulations.

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Basic first aid techniques.
- Operation of standard office machines including computer equipment.

ABILITY TO:

- Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative tasks.
- Perform public relations and communications services for the Principal.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Compose correspondence independently.
- Complete work with many interruptions.
- Type at an acceptable rate of speed.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Operate a variety of office machines including typewriter, computer terminal, calculator and copiers.
- Understand and work within scope of authority.
- Maintain good public relations with students, parents, teachers and the public.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.
- Compile and maintain accurate records and prepare reports.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Administer first aid to ill or injured students.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of increasingly responsible clerical and secretarial experience involving frequent contact with the public.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: School Secretary II – High	Reports to: Director
Job Class Code: 7778	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 1992

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Organize, coordinate, schedule and perform office functions at a large comprehensive high school; serve as secretary to the Principal and coordinate communications between administrators, District and site personnel, parents, students and the general public; train and provide work direction to clerical personnel and others as assigned.

DISTINGUISHING CHARACTERISTICS: School Secretary II - High School incumbents perform a variety of clerical and secretarial duties in a large high school with a larger number of faculty, student body enrollment and educational programs. School Secretary I - High School incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school.

REPRESENTATIVE DUTIES:

- Organize, coordinate, schedule and perform a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at a large high school; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines.
- Serve as secretary and provide administrative assistance to the Principal; make, schedule and arrange appointments, meetings and conferences; take and transcribe dictation as required.
- Coordinate and facilitate communications between District and site personnel, parents, students, school and community organizations and the general public.
- Communicate with a variety of site and District personnel and administrators to coordinate school operations and maintenance, resolve conflicts and issues and exchange information as appropriate.
- Perform secretarial duties for the Principal, assisting with routine administrative matters as appropriate; independently compose letters, memoranda and other materials.
- Assist the Principal in the preparation and maintenance of financial, statistical and narrative reports; research, compile and organize information.
- Initiate budget preparation; work with Department Chairpersons in preparing individual budgets to meet needs; prepare forms and assist the Principal in preparing and monitoring budget.
- Process purchase orders; assist Department Chairpersons with adjustments and with making transfers; review computer print-out and balance accounts to assure accuracy.
- Type from notes, rough draft or verbal instructions a variety of written materials including correspondence, bulletins, memoranda, calendars, requisitions, records, reports and evaluations.
- Compile and organize information for the Principal; compose and respond to routine correspondence; open, sort, review and route mail.
- Coordinate and assist with special events for the high school; assist in selection of personnel and program; assure adherence to legal requirements and Board policies; maintain budget; work with and assist personnel assigned to the event.
- Train and provide work direction to clerical personnel, student assistants and others as assigned.
- Operate a variety of business and office machines including typewriter, calculator, computer, copiers, and communications equipment.
- Order a wide variety of equipment, materials, supplies and special items requested by faculty; assure receipt and proper distribution.
- Answer phones and greet visitors; take and relay messages; provide information to students, parents, faculty and site personnel; interpret, apply and explain District policies and school procedures and regulations.

- Perform related duties as assigned.
- Provide health services as needed and as dictated by student population for which training and authorization have been provided.

KNOWLEDGE OF:

- School office terminology, practices and procedures.
- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Budget preparation and control.
- Operation of standard office machines.
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
- Letter and report writing skills.

ABILITY TO:

- Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative matters.
- Perform public relations and communications services for the Principal.
- Maintain accurate financial and statistical records.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Compose correspondence independently.
- Type at an acceptable rate of speed.
- Complete work with many interruptions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Operate a variety of office machines including typewriter, calculator and copiers.
- Maintain good public relations with students, parents, teachers and the public.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.
- Compile and maintain accurate records, verify data and prepare reports.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of increasingly responsible office or secretarial experience involving public contact and record-keeping experience.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: School Secretary II – Middle	Reports to: Director
Job Class Code: 7779	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 1992

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Organize, coordinate, schedule and perform office functions at a large middle school; serve as secretary to the Principal and coordinate communications between administrators, District and site personnel, parents, students and the general public; train and provide work direction to clerical personnel and others as assigned.

DISTINGUISHING CHARACTERISTICS: School Secretary II - Middle School incumbents perform a variety of clerical and secretarial duties in a large middle school with a larger number of faculty, student body enrollment and educational programs. School Secretary I - Middle School incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school.

REPRESENTATIVE DUTIES:

- Organize, coordinate, schedule and perform a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at a large middle school; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines.
- Serve as secretary and provide administrative assistance to the Principal; make, schedule and arrange appointments, meetings and conferences; independently compose letters, memoranda and bulletins as directed; take and transcribe dictation as required.
- Organize budget and financial material to maintain accurate fiscal records; record expenditures and transfer funds as appropriate; assist in the preparation of annual budgets and other annual reports.
- Coordinate the Principal's office, acting as receptionist, and contact and reference source for staff, students, parents and the public; perform public relations and communications services for the Principal.
- Provide information over the phone or in personal contacts with parents, students or school personnel as appropriate; route calls to appropriate personnel as necessary; coordinate and maintain the school calendar of events.
- Train and provide work direction to clerical personnel, students and others as assigned.
- Type from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memorandums, requisitions, lists, bulletins, reports and statistical data.
- Collect and account for money collected in conjunction with student body funds, last lost or damaged books and other school activities; account for and maintain the cash fund as assigned; prepare student body financial report.
- Process the certificated and classified payroll including the completion and submission of time sheets to the supervisor and District Office; maintain accurate records with respect to personnel; assist substitute teachers and classified personnel by providing them with keys and materials; secure period substitutes and prepare substitute time sheets.
- Initiate office and general school supply purchase orders; receive, store and distribute supplies and office materials; maintain materials and equipment inventory; maintain department purchase orders.
- Perform a wide variety of problem-solving tasks in support of certificated, classified and management personnel.
- Operate a variety of office machines such as typewriter, copiers, calculator and computer equipment.
- Utilize a mimeograph machine for forms, certificates, passes, slips and a variety of other items.
- Perform First Aid according to established guidelines and procedures.
- Perform related duties as assigned.

KNOWLEDGE OF:

- School office terminology, practices and procedures.
- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Receptionist and telephone techniques and etiquette.
- Letter and report writing skills.
- Health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- District organization, operations, policies and objectives.
- First Aid practices.

ABILITY TO:

- Perform office, secretarial and clerical work to assist the Principal with a variety of administrative tasks.
- Learn, interpret, apply and explain school and District policies, rules and objectives.
- Understand and perform duties within scope of authority.
- Establish and implement revised office procedures as needed and according to established guidelines.
- Understand and interpret rules and written direction and apply to specific situations.
- Compose correspondence independently.
- Perform duties effectively with many demands on time and constant interruptions.
- Type at an acceptable rate of speed.
- Establish and maintain effective working relationships with others.
- Operate a variety of office machines including computer equipment.
- Meet schedules and timelines.
- Plan and organize work.
- Train and provide work direction to others.
- Maintain records and prepare reports.
- Work confidentially with discretion.
- Add, subtract, multiply and divide quickly and accurately.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Work independently with little direction.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of varied and increasingly responsible clerical or secretarial experience.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Secretary to Superintendent	Reports to: Superintendent
Job Class Code: 7791	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 7/16/24

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Operate a telephone system at District or school-site office; perform receptionist, clerical and mail distribution duties; provide routine information to the public; perform receptionist duties, greeting and directing visitors. Perform highly responsible and complex secretarial and administrative assistance duties; exercise independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use and interpretation of District policies and procedures.

REPRESENTATIVE DUTIES:

- Assist the Superintendent with administrative matters; interview callers, exercising considerable judgment and applying experience in making decisions; provide information in accordance with established procedures and policies; refer problems requiring technical answers to appropriate administrators.
- Maintain Superintendent's calendar; arrange for meetings of the Superintendent with various groups both within and outside the District.
- Screen and route the Superintendent's incoming correspondence; indicate coverage and action required; follow up to assure prompt response or action, consulting, as necessary, with legal advisors and other administrators.
- Exercise discretion in disseminating information, explaining policies and procedures and speaking as directed for the Superintendent in personal and telephone contacts and meetings.
- Operate a telephone system; provide routine information and assistance; receive incoming calls and make necessary connections to school or District office or individual; take and transmit information and messages as requested.
- Perform a variety of clerical work as assigned including posting and maintaining records, typing and duplicating materials, receiving, sorting and distributing mail, preparing bulk and certified mail and maintaining postage records; assist other offices with a variety of clerical duties as directed.
- Greet, screen and direct visitors to appropriate departments; provide routine information to the public.
- Prepare, duplicate, assemble and distribute materials.
- File and type routine lists, records, reports and correspondence.
- Operate a variety of office equipment including postage meter, calculator and copy machine.
- Distribute forms and applications; assist in completion and verify accuracy and completeness.
- Assure the front desk is covered during working hours; train and provide work direction to substitutes and student workers.
- Compose effective correspondence independently; reference policies, rules and regulations in preparing correspondence; review and edit material prepared by others.
- Conduct research of problems and situations, consulting with involved staff members, investigating policies and procedures and gathering background materials; prepare reports involving research as directed for use by the Superintendent.
- Consult with District personnel and others concerning specific issues and situations.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Principles, practices and procedures utilized in an administrative office.
- District organization, operations, policies and objectives.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.

- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic computer operation.
- Basic math.
- Postage regulations.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.
- Perform receptionist, clerical and mail distribution duties.
- Provide information in a clear and understandable manner.
- Work independently with constant interruptions.
- Receive the public tactfully and courteously.
- Operate office equipment including typewriter, calculator, copier and postage machine.
- Type at an acceptable rate of speed.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and files.
- Work confidentially with discretion.
- Perform highly responsible and complex secretarial and administrative assistance duties in support of the Superintendent.
- Exercise independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use and interpretation of District policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Understand and work within scope of authority.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate, or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and five years of responsible and varied secretarial experience including two years of experience performing secretarial work for an administrative official.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Special Education Secretary I
Job Class Code: 7772
Pay Scale: See Salary Schedule

Reports to: Director of Special Education
Work Schedule: See Salary Schedule
Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Perform advanced-level secretarial duties requiring independent judgment and analysis for a District Director or coordinator of a District-wide program or function; plan, organize and coordinate office activities and communications to relieve the Director of routine administrative and clerical details.

DISTINGUISHING CHARACTERISTICS: Secretary I incumbents report to a District coordinator, specialist or other administrator having responsibility for a program of smaller size, complexity and impact and perform responsible administrative assistance duties. Secretary II incumbents report to a Director-level administrator with responsibilities for overall program administration of a large, complex District function and perform administrative assistance duties.

MINIMUM QUALIFICATIONS

REPRESENTATIVE DUTIES:

- Serve as secretary to a Director, coordinator or other administrator of a District-wide program or function; plan, organize and coordinate activities to relieve the administrator of routine clerical details.
- Interview and screen callers and visitors, including students, teachers, administrators, parents, vendors and the public and provide information or direct to appropriate personnel; provide detailed and technical information concerning District policies, procedures and established regulations.
- Communicate with parents and District personnel on confidential or sensitive issues; screen incoming calls
- Assure timely communications between office and District employees; make phone calls to receive and transmit information; type memos, bulletins, letters and notices; prepare Board agenda items and related materials as assigned; compose correspondence or prepare from rough draft.
- Research and compile information and compute statistical data for federal, State and District reports and special projects as assigned.
- Type a variety of items including inter-office communications, requisitions, forms, letters, special projects, legal documents and other materials; establish, modify and maintain project and confidential filing systems.
- Schedule meetings, conferences and appointments for the Director; maintain Director's calendar; arrange for conference rooms and refreshments; arrange and schedule travel accommodations as necessary. Assist in the maintenance of department budgets; enter data into computers to charge appropriate accounts; review invoices, requisitions and purchase orders for accuracy, completeness and compliance with department and District policies; inspect and verify accuracy of District financial reports with office records; research and resolve discrepancies as needed.
- Review or prepare a variety of materials and documents, including financial documents, invoices, inventory records and statistics; order supplies and materials and prepare purchase orders; assure adequate forms and supplies to support office operations.
- Attend a variety of meetings; prepare and send out notices of meetings; collect and compile information for meetings, projects and workshops; prepare and distribute minutes.
- Take and transcribe dictation of letters, reports, bulletins, meetings and memoranda as required; transcribe materials from dictation equipment as required; provide secretarial and clerical assistance to other staff as necessary.
- Maintain a variety of complex personnel records, time sheets, lists, files and records, including confidential materials.
- Operate a variety of office equipment such as typewriter, computer terminal, FAX machine, copier and calculator as assigned.

- Perform related duties as assigned.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Superintendent Support Services	Reports to: Superintendent
Job Class Code: 7465	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 10/14/2008

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Perform highly responsible and complex assistance duties; exercise independent judgment in assisting the superintendent in administrative details, requiring considerable knowledge, use, and interpretation of district policies and procedures. Will prepare studies or reports, attend meetings and conferences, and perform duties at the direction of the superintendent.

Representative Duties:

- Coordinate activities with other district departments; participate in management meetings to discuss district-wide issues.
- Meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.
- Coordinate the department's operations and activities; coordinate matters affecting other departments with those affected; cooperate with other departments on matters of organization-wide or mutual concern.
- Participate in internal and external organization, boards and committees as requested and authorized by appropriate management directives and specific authorities.
- Assist the superintendent with administrative matters; interview callers, exercising considerable judgment and applying experience in making decisions; provide information in accordance with established procedures and policies; refer problems requiring technical answers to appropriate administrators.
- Conduct initial interviews in person with students, teachers, and parent; answer questions, refer to appropriate staff member and schedule appointment with the superintendent; receive and resolve complaints as appropriate or refer matters to proper personnel.
- Conduct research of problems and situations, consulting with involved staff members , investigating policies and procedures and gathering background materials; prepare reports involving research as directed for use by the superintendent.
- Attend and participate in administrative meetings.
- Exercise discretion in disseminating information, explaining policies, rules, and speaking as directed for the superintendent in personal and telephone contacts and meetings.
- Compose effective correspondence independently; reference policies, rules, and regulations in preparing correspondence; review and edit materials prepared by others.
- Remain current concerning issues, situations, and conditions of special interest to the superintendent and board members.
- Research records and obtain information from other offices and agencies as necessary to perform assigned duties.
- Organize and coordinate the work of office staff; establish and revise clerical priorities in accordance with schedules and time lines; assure conformance with established procedures and standards of quality.
- Perform evaluations for other department staff.
- Screen and route the superintendent's incoming correspondence; indicate coverage and action required; follow up to assure prompt response or action, consulting as necessary with legal advisors and other administrators.
- Perform related duties as assigned by the Superintendent.

KNOWLEDGE OF:

- Principle practices and procedures used in an administrative office.
- District organization, operations, policies, and objectives.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Modern office practices and procedures.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Perform highly responsible and complex administrative duties in support of the superintendent.
- Exercise independent judgment in assisting the superintendent in administrative details, requiring considerable knowledge, use and interpretation of district policies and procedures.
- Compile and prepare agendas for management and other meetings.
- Read, interpret, explain, and follow rules, regulations, policies, and procedures.
- Establish and maintain a variety of complex and confidential files and records.
- Organize and oversee work of office staff.
- Compose effective correspondence independently.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Understand and work within scope of authority.
- Meet schedules and timelines.
- Work confidently with discretion.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate, or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and five years experience in a field directly related to assignment including at least one year in a supervisory capacity.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Transportation Area Assistant — Reports to: Director of Transportation
Job Class Code: 7904 — Work Schedule:240 days 8 hours a day
Pay Scale: See salary schedule — Approval Date: Jan. 1992

PERFORMANCE RESPONSIBILITIES

Coordinate the activities and operations of student transportation in an assigned geographical area of the school District; transfer regular, advanced, traditional, extracurricular and special needs students.
Develop knowledge of areas assigned including location of streets, new developments, schools, and school District boundaries; develop an awareness of traffic patterns within the area.
Assist other personnel in establishing and preparing routes.
Instruct drivers on individual route assignments; maintain current records of routes and route changes within the area.Consolidate routes and other route changes within an assigned area.
Assist drivers, principals and the public in solving routing issues; resolve student transportation issues with parents, principals and other school administrators.Assign substitute and stand-by drivers; assure bus routes are covered. Assist in training and retraining bus drivers. Assist in attendance and payroll procedures.
Assist in compiling statistical records.Perform related duties as assigned.

KNOWLEDGE OF:

Modern practices, procedures and equipment for the operation of a school district transportation system. Provisions of the Kentucky Motor Vehicle Code and the Kentucky Administrative Regulations applicable to the operation of vehicles used to transport students. Special transportation State reimbursements. Safe driving practices.
Principles of efficient and economical bus routing techniques and scheduling of employees.
Rules and regulations affecting the school district transportation department.
Geographic and topographic characteristics of the community served by the District.
Record-keeping techniques.Bus driving techniques and safety.

ABILITY TO:

Plan and coordinate regular bus schedules and organize emergency routing as needed to transport students to and from school and athletic events and on field trips. Resolve student transportation issues with parents, principals and other school administrators. Coordinate, develop and implement an efficient student transportation system and develop and schedule efficient bus route systems.
Work independently with little direction. Establish and maintain cooperative and effective working relationships with others. Meet schedules and timelines.
Maintain records and prepare reports. Modern office practices, procedures and equipment.
Communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law including three years of responsible experience in student transportation or related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky Commercial Class B driver's license.

IMPORTANT NOTES

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Mercer County Schools
JOB DESCRIPTION

Job Title: Transportation Manager	Reports to: Superintendent
Job Class Code: 7902	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 1992

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Organize, plan, direct, and implement operations and activities involved in student transportation; communicate with parents, community representatives, local officials, and the general public.

REPRESENTATIVE DUTIES:

- Organize, plan, direct, and implement operations and activities involved in student transportation to assure safe and effective transportation services.
- Plan and direct pre-service and in-service training of bus drivers in cooperation with staff development and safety/security units; provide leadership for development of vehicle safety program.
- Plan and approve transportation route and bus stop locations in cooperation with school principal and other school personnel involved.
- Interview driver applicants; recommend drivers for employment and dismissal.
- Train, assign, direct, review, and evaluate work of assigned employees.
- Inspect and diagnose mechanical defects in machines and equipment.
- Communicate with parents, community representatives, local officials, and the general public; coordinate communications and information and promote positive relationships.
- Receive and resolve issues, concerns, and complaints concerning student transportation services; direct to appropriate personnel and monitor resolution.
- Assist with budget preparation as required; monitor and control budget according to established guidelines.
- Prepare required reports and assure the preparation and maintenance of department records; prepare and deliver oral reports as required.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Laws, rules, regulations, and guidelines governing student transportation.
- Policies and procedures concerning time lines and routing of buses.
- Streets and distances involved in routing buses.
- Requirements of a variety of training programs.
- Principles and practices of supervision and training.
- Oral and written communication skills.
- Basic methods involving budget monitoring and control.

ABILITY TO:

- Plan and direct training programs.
- Plan and approve transportation routes and bus stops.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Train, supervise, and evaluate personnel.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively with those contacted in the course of work within and outside the District.
- Coordinate and disseminate information.
- Prepare and deliver oral presentations.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: college-level training in transportation and four years experience in transportation activities including at least one year in a lead or supervisory capacity.

IMPORTANT NOTES

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